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ABSTRACT

This advisor's handbook is designed to help the trade and industrial instructor develop a strong and meaningful instructional program through the utilization of Vocational Industrial Clubs of America (VICA) as a teaching tool. Materials are organized into ten chapters. Chapter 1 provides general information. Chapter 2 contains information and materials on VICA symbolism and ceremony. Operating a VICA chapter is discussed in chapter 3, including getting started, membership, management, calendar, and state offices. Checklists, outlines, and sample forms are provided. Chapter 4 focuses on VICA Skill and Leadership Programs. Chapter 5, on finance, provides fund raising ideas and information on planning such activities, budgets, and record keeping. Sample forms are provided. Topics covered in chapter 6, on working with the community, include public relations and promotion. Sample announcements and news releases appear. The focus of chapter 7 is club business procedure. Chapter 8 discusses club evaluation and provides forms for chapter meeting evaluation and evaluation of chapter success. The constitution and by-laws are contained in chapter 9. Chapter 10 is an index. (YLB)

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VIRGINIA
VICA ADVISOR'S MANUAL

A GUIDE FOR ADVISORS OF VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

OE 028 594

TRADE AND INDUSTRIAL EDUCATION SERVICE
Division of Program Services
Vocational and Adult Education
Department of Education
Commonwealth of Virginia
Richmond, Virginia 23216
May, 1980

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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VIRGINIA VICA ADVISOR'S MANUAL

Trade and Industrial Education Service
Division of Program Services

S. John Davis
Superintendent of Public Instruction
Department of Education
Commonwealth of Virginia
Richmond, VA. 23216

FOREWORD

The role of the Vocational Industrial Clubs of America as an integral part of the Trade and Industrial Education Curriculum is important to both the instructor and the student. VICA activities provide a means through which the instructor may work closely with his or her counterpart in industry through developing competitive events within a given occupational area.

VICA offers instructors the opportunity to involve members of the industrial community as advisory committee members, contest judges and resource speakers. The Trade and Industrial Education instructor who is an active VICA advisor gains additional professional growth through working with other persons engaged in the process of teaching. District and state competitive events are planned and conducted by VICA advisors who share ideas and technical expertise in developing skill contests related to specific trade areas.

As a Trade and Industrial Education instructor VICA helps you to develop a strong teacher-student relationship, which in turn strengthens the instructional program and provides additional job satisfaction. The instructor who conducts meaningful VICA activities which are integrated with classroom and laboratory experiences, is providing the leadership training and character development needed to achieve success in the world of work.

This handbook is designed to help you develop a strong and meaningful instructional program through the utilization of VICA as a teaching tool.

Ben L. Baines
Supervisor, Trade and
Industrial Education Service

ACKNOWLEDGMENTS

Virginia VICA programs are expanding rapidly with many new chapters being added each year. This expansion has produced a need for a basic manual which organizes fundamental VICA principles and management into one basic document. In order to gain the involvement of a large group of practitioners, the basic information contained in this guide was developed in two workshops held in the Northern Virginia and Tidewater areas. A workshop conducted by Robert P. Braden was presented at Groveton High School, Alexandria. Another workshop conducted by Harold E. Theakston was presented at Hermitage High School, Richmond. Participants who aided in the initial development of the manual are as follows:

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Randolph B. Long
John E. Matthews
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V. Scott Weatherford
George S. Williams
Samuel Young

The original materials developed in the workshops were edited and reorganized into the present format by Richard L. Ross, a graduate student at Virginia Polytechnic Institute and State University and Lester G. Duenk, the Project Director.

Subsequently, Ben L. Baines, State Supervisor for T and I Education and Mack Canterbury, State VICA Director edited and revised sections of the manual. Final approval of the manual was given by the Virginia VICA Advisory Council, composed of the following individuals:

	VICA District Represented
Bernard Spillman	1
Dan McGee	2
Arch A. Wilson	3
John Jackson	4
Freddie Reed	5
Herbert Taylor	6
Brenda Baker	7
Justine Eades	8
Mickey Hoge	9

All of the above individuals are to be congratulated for a job well done. Sincere appreciation and gratitude is extended to these persons for the many hours of writing and rewriting which were done in order to achieve a finished product.

Special thanks are also given to Charles Dygert of Ohio VICA and John Brandt of Pennsylvania VICA for providing copies of their state's VICA Advisor's guides for use in developing this manual.

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I. GENERAL INFORMATION

What is VICA?

VICA Goals

The Role of VICA Members

VICA Resource Materials

Definitions for VICA advisors

WHAT IS VICA?

The Vocational Industrial Clubs of America is an organization for students who are enrolled in trade and industrial, health, and technical education programs. Students may participate in the Secondary or Post-secondary VICA Divisions or in the Collegiate or Alumni VICA Associations.

VICA was organized in May 1965 at the First Annual Trade and Industrial Youth Conference held at Nashville, Tennessee. By the end of 1966 twenty-six state Trade and Industrial Education state associations had joined the National VICA Organization. Virginia was one of the charter members. As of 1979, forty-nine states and territories are members of the national organization.

Through club activities which are planned, initiated, and conducted by VICA members, the organization promotes social and leadership skills as well as pride in personal workmanship. The club brings together students who share common interests, ideals, and purposes. VICA is an integral part of the Trade and Industrial education program. Through the activities of the organization, VICA members learn about their roles in the school, community, and world of work. VICA students serve others and make vital contributions toward improving the quality of life in today's world, and more importantly, in helping to shape tomorrow's world.

VICA seeks to instill a competitive spirit among its members through participation in local, district, state, and national leadership events. In these programs, students develop personal leadership skills and proficiency in occupational skill achievement. The VICA Leadership Conference and Skill

Olympics, a state-national level competition is conducted annually at different locations. Participation in the total VICA program, including professional, civic,and social activities, gives VICA members a strong self-image and prepares them for leadership roles in the world of work.

VICA GOALS

VICA is committed to the concept of total development of the individual. In order to foster the development of citizenship and leadership qualities, it has been necessary to develop programs based on selected goals. The goals of the organization are to:*

- Provide opportunities for service to industrial-technical students
- Teach democracy as the responsible and most effective way to bring about improvement
- Teach how to live and work with others. . . . to accept and be accepted
- Develop leadership through educational, vocational, civic, recreational and social activities
- Relate school experiences to a young person's personal search for meaning, identity and achievement
- Foster respect for the dignity of work
- Promote high standards in work ethics, craftmanship, scholarship and safety
- Develop patriotism through a knowledge of our nation's heritage and the practice of democracy
- Foster an understanding of the functions of labor and management organizations and a recognition of their interdependence
- Develop a respect for our nation's technological advances
- Help students to understand their role in a technological age
- Provide a contemporary tool for learning and teaching
- Give the student prestige and recognition on the basis of school and community achievements
- Broaden the student's perspective through programs, publications and personal contacts in the local,state and national organizations
- Create interest and stimulate favorable community response to industrial education

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*Discovering VICA, Vocational Industrial Clubs of America, Leesburg, Virginia, 1975.

THE ROLE OF VICA MEMBERS

One way to develop your full potential is by being part of a group. Through working with others, it is possible to develop greater self-awareness and self-confidence. VICA also offers opportunities to grow as an individual. Unique talents and abilities can be utilized in developing personal achievement and growth in skill proficiency and leadership. Activities which VICA members perform both individually and as members of a group include the following:*

- Serve others and work toward the solution to today's problems in a responsible way
- Serve themselves by developing into happy, mature and productive citizens with an emphasis on both skill and personal development
- Believe in and live by the VICA Creed which emphasizes the dignity of work, the American way of life, education, fair play, satisfaction achieved by good work and high moral and spiritual standards
- Prepare for a citizenship role through leadership development activities, workshops and conferences
- Develop job skills and personal abilities, such as public speaking through participation in club, local, state, and national contests
- Learn to work effectively with others
- Plan and enjoy social and recreational activities
- Encourage realistic vocational choice through career days and school "open house" events
- Take advantage of every opportunity to meet and learn to know and understand the needs of employers
- Serve their community by helping the underprivileged, ill, orphaned, aged and unfortunate
- Contribute to community life through beautification and conservation projects
- Plan safety projects for school and community

---

*Discovering VICA, Vocational Industrial Clubs of America, Leesburg, Virginia, 1975.

- Use special skills to create and renovate for their school and community

- Encourage excellence in scholarship, craftsmanship, leadership and personal development through a national achievement program and national competitive activities

- Offer inter-curricular activities that complement occupational skill development

VICA RESOURCE MATERIALS

The VICA Advisor should become familiar with certain basic VICA resource materials which will serve as aids in the organization stage. Begin by requesting an order form of literature available from the Vocational Industrial Clubs of America, P. O. Box 3000, Leesburg, Virginia 22075. There are numerous items for sale which will benefit the VICA advisor. There are some basic materials which should furnish the information needed to get started. It would be wise for the new advisor to obtain copies of the following VICA materials:

1. Leadership Handbook, Vocational Industrial Clubs of America
2. Directions, A Guide for VICA Club Advisors
3. Virginia VICA State Level Contests (Available from Virginia Department of Education, Trade and Industrial Education Service, Richmond, Virginia 23216
4. VICA U.S. Skill Olympics Regulations
5. Achievement Program Guide
6. Parliamentary Procedure at a Glance by O. Garfield Jones

Additionally,several VICA audio-visual materials are available from either the National or State Office. The following can be purchased or are available for a nominal handling fee:

Films

VICA: Going Places--15 minute, color sound 16mm film with original theme music. It's the film that tells all about VICA , for students, community, labor and management groups. (State or National Office)

On the Road with Charles Kuralt--color film footage by CBS News of the National VICA Leadership Conference in San Antonio, Texas, June 1974. Just over 3 minutes in length. Quality is not that of typical 16mm film since it was converted from videotape, but the excitement of the footage makes up for technical deficiency. (State or National Office)

Skills Build America--a 10 minute film produced by General Motors highlighting the United States Skill Olympics. Special emphasis is given to auto mechanics competition. (Available only from Trade and Industrial Education Service, Virginia Department of Education, Richmond, Virginia 23216).

Integrating VICA into the Instructional Program--60 slides with cassette. An introduction to VICA covering objectives, programs and organization. (National Office)

International Vocational Training Competition Slide Kit--slides and script on 1975 international skill competition in Madrid, Spain--the first year that U. S. sent a team. (National Office)

Achievement Program Slide Kit--color slides and a script to introduce the program, explain how it works. (State or National Office)

Fulfilling Our Incredible Potential, Developing a Professional Attitude through VICA Activities--a film strip kit which explores how students profit from membership. Helps officers develop programs and recruits. Includes planning guide, written script and tape. (National Office)

The VICA Order Form will list current rental and/or purchase prices for the aforementioned items.

DEFINITIONS FOR VICA ADVISORS*

American Industrial Arts Student Association (AIASA) - the national organization for individuals participating in industrial arts programs.

Chapter - all of the VICA members in any one school represent a chapter. "Chapter" and "Club" are synonomous.

Chapter Advisor (or multi-section advisor) - the instructor, guidance counselor or administrator who acts as liaison between the State VICA Association and the school club and who coordinates the VICA activities of the sections within the school. This person works directly with the VICA executive council.

Co-curricular - conducted in conjunction with the instructional program. VICA activities are co-curricular; they are part of the learning situation.

Distributive Education Clubs of America (DECA) - the national organization for individuals participating in marketing, merchandising and management courses in the secondary and post-secondary schools.

Executive Council - the group of VICA officers chosen from all of the club sections to plan and coordinate school-wide VICA activities.

Future Business Leaders of America - Phi Beta Lambda (FBLA - PBL) - the national organization for students participating in business education in secondary and post-secondary programs.

Future Farmers of America (FFA) - the national organization for individuals participating in agriculture production, processing, supply and service, agricultural mechanics, natural resources and environmental science, horticulture and forestry programs.

Future Homemakers of America (FHA) - the national organization for individuals participating in consumer homemaking and Home Economics related occupation programs in the secondary and post-secondary schools.

Health Occupations Student Association (HOSA) - the national organization for individuals participating in health occupations programs in secondary and post-secondary programs.

Industrial Cooperative Training (ICT) - a program in which students are given supervised work experience in any one of a variety of industrial occupations combined with related classroom instruction.

Multi-section Club - a situation in which more than one class or trade area is found in a school which has seventy-five or more VICA members.

Office Education Association (OEA) - the national organization for individuals participating in office occupations education in the secondary and post-secondary programs.

Program of Work - stated goals used to plan specific activities for VICA chapters.

Section - a unit of the T and I program within the school (for example, the machine shop class would be considered as one section, the cosmetology class as another).

Section Advisor - an instructor of an industrial-technical class who functions as a VICA advisor to the students enrolled in that class.

State Supervisor - the person responsible for the industrial-technical program within the state. The state supervisor is also the corporate member of VICA, Inc., the organizational body under whose approval and direction VICA functions.

State VICA Director - the Trade and Industrial Education staff member assigned as the administrative officer of the State VICA Association. The state director is a member of the state trade and industrial education supervisory staff.

Supply Service - the L. G. Balfour Company has been officially designated by the VICA Board of Directors to provide clothing and other supplies, distinguished by the VICA emblem, to VICA members and clubs. This is the only firm so designated.

Trade Preparatory Training - education which prepares students for entrance into useful employment in an industrial occupation; usually provided in full-time laboratory or cooperative programs within a school or technical institute.

VICA, Inc. - a corporation composed of the state supervisor of trade and industrial education from each state having a VICA Association. It is the organizational body under whose approval and direction VICA operates.

VICA U.S. Skill Olympics - a national program of competitive activities which promote trade, industrial, technical and health occupations education and award recognition for achievement in skill and leadership development areas. See pages 103-104 for a complete listing of competitive areas.

VICA U.S. Skill Olympics Committee - a council of leaders from various trade associations, labor unions and industries which provide support services and help with the financing of the VICA U.S. Skill Olympics. The council is comprised of committees on leadership development and the construction, electricity/electronics, graphic arts, mechanical trades and transportation occupations.

Virginia State VICA Leadership Conference - an annual competition held at the state level designed to demonstrate leadership and occupational skills needed for employment. State winners are eligible for national competition. See page 103 for a complete list of competitive areas.

Virginia District Leadership Conference - a leadership and skill competitive event held in each of the Virginia districts annually. First Place winners are eligible to enter the Virginia State VICA Leadership Conference competition.

Vocational Industrial Club Advisory Council (VICAC) - a council of management, labor and education spokespersons which acts in an advisory capacity to a local VICA club.

Vocational Initiative and Club Achievement Program (VICAP) - a program designed to grant individual recognition for both leadership and skill achievement to VICA members. Degree badges are awarded for various levels of proficiency in a student's training area and for leadership development in club activities. An American VICA Degree and International Industrial Degree are the highest levels of achievement and represent parallel development in both areas.

*Adapted from Directions, A Guide for VICA Club Advisors, Vocational Industrial Clubs of America, Leesburg, Virginia, 1973, pp. 63-64.

II. VICA SYMBOLISM AND CEREMONY

VICA Pledge

VICA Creed

VICA Motto

VICA Emblem

VICA Colors

VICA SYMBOLISM AND CEREMONY

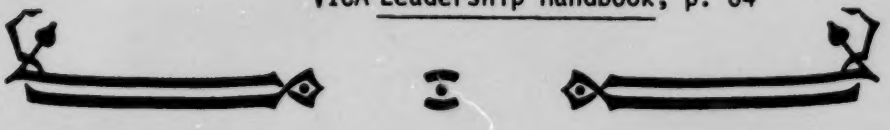
Like most other organizations the Vocational Industrial Clubs of America has a certain amount of symbolism and ceremony which is unique to the organization. Through study and practice of the ideals exemplified in the VICA pledge, creed, motto, emblem, and colors students gain insight into true meaning and purpose of their organization.

THE VICA PLEDGE

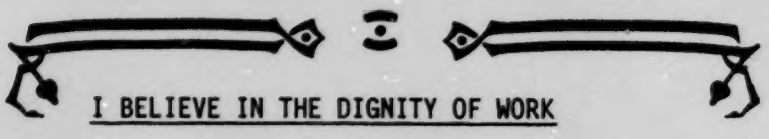
UPON MY HONOR, I PLEDGE

- To prepare myself by diligient study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.
- To base my expectations of reward upon the solid foundation of service.
- To honor and respect my vocation in such a way as to bring repute to myself.
- And further, to spare no effort in upholding the ideals of the VOCATIONAL INDUSTRIAL CLUBS OF AMERICA.

VICA Leadership Handbook, p. 64



THE VICA CREED

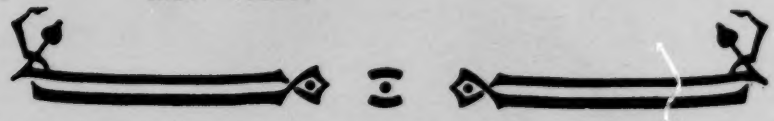


I BELIEVE IN THE DIGNITY OF WORK

I hold that mankind has advanced to his present culture through the intelligent use of his hands and mind. I shall maintain a feeling of humbleness for the knowledge and skills that I receive from craftsmen, and I shall conduct myself with dignity in the work I do.

I BELIEVE IN THE AMERICAN WAY OF LIFE

I know our culture of today is the result of freedom of action and opportunities won by our American forefathers and I will uphold their ideas!



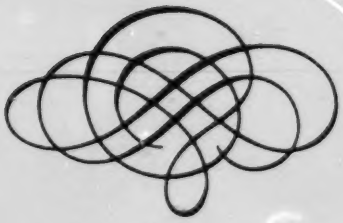
I BELIEVE IN FAIR PLAY

I shall through honesty and fair play respect the right of my fellow worker. I shall always conduct myself in the manner of the best craftsmen in my occupation, and treat those with whom I work as I would like to be treated.

I BELIEVE IN HIGH MORAL AND SPIRITUAL STANDARDS

I shall endeavor to conduct myself in such a manner as to set an example for my fellow worker by living a wholesome life and by fulfilling my responsibilities as a citizen of my community.

VICA Leadership Handbook,
page 65

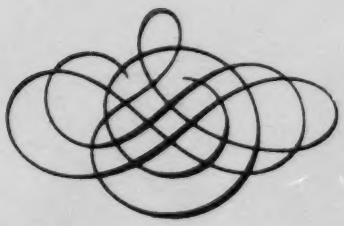


I BELIEVE IN EDUCATION

I shall endeavor to make the best use of knowledge, skills, and experience that I learn in school in order that I may become a better worker in my chosen occupation and a better citizen in my community. To this end I will continue my learning both in and out of school!

I BELIEVE SATISFACTION IS ACHIEVED BY GOOD WORK

I feel that compensation and personal satisfaction received for any work and services will be in proportion to my creative and productive ability.



THE VICA MOTTO

The word "Motto" may be defined as a saying which expresses an organization's aims, ideals, or guiding rule. The VICA organization has a motto which expresses its purpose in our society.

VICA'S
MOTTO

"PREPARING FOR LEADERSHIP IN THE WORLD OF WORK"

VICA Leadership Handbook, p. 64.

THE VICA EMBLEM

There are six parts to the emblem that represents your organization. Below, each part of the emblem is presented and the meaning is explained.

The Shield Represents Patriotism

The shield denotes belief in democracy, liberty and the American way of life.

The Torch Represents Knowledge

The flaming torch reflects the light of knowledge which dispels the darkness of ignorance. In the light of the torch progress will be made toward the vocational goals of the individual.

The Orbital Circles Represent Technology

The circles present the challenge of modern technology, and the training needed to accept and master the challenge of new technical frontiers and the need for continous education.

The Gear Represents the Industrial Society

The gear, symbolic of the industrial society, denotes the interdependence and cooperation of the individual working together with labor and management for the betterment of mankind.

The Hands Represent Youth

The hands portray a search for knowledge and the desire to acquire a skill. In the process to attain knowledge and skill the individual will develop a respect for the dignity of work and become a productive and responsible citizen.

VICA

All of the components comprise our emblem. Separately they could be applied to many organizations, but as one unit they represent the fundamental principles and purposes of our organization. The emblem represents the Vocational Industrial Clubs of America.

VICA Leadership Handbook, pp. 63 & 98.

THE VICA CREED

The word "creed" is defined as a brief statement of belief. This portion will present the six parts of the creed that represent your organization. Take a few minutes to think about each statement. Are the statements beliefs that you can accept? Take some time to discuss your attitude toward these beliefs with your classmates.

THE VICA COLORS

The VICA emblem contains four colors--red, white, blue and gold. Below, the meaning of the VICA colors are explained.

Colors	Represent
Red, White Blue and Gold	National Organization of Vocational Industrial Clubs of America
Red and White	The Individual State and Clubs
Blue	The Common Union of the States and of the Clubs
Gold	The Individual, the Most Important Element of the Organization

VICA Leadership Handbook p. 64

III. OPERATING A VICA CHAPTER

Getting Started

Local VICA Organization

Check List for Getting Started

VICA Membership Drive

*VICA Application for Charter

Membership

VICA Application for Membership

VICA Mempership Roster

Membership Role and Record

Management

Managing Your Chapter

Committees for a Successful Chapter

Example of an Activity Check-List

Structure of a Local Chapter

Committee Report

Chapter Standing Committees

The Advisory Committee

VICA Advisor Responsibilities

Officer Responsibilities and Conduct

Calendar

Developing a Local Calendar

Sample Calendar

Selecting VICA Activities

Ideas for Calendar Activities

Suggested Monthly Program Plans

VICA Activities Planning Calendar

VICA Program Survey

State Offices

Memorandum to State Officer Candidate

Candidate Qualifications Form

State Officer Personal Data Form

*New clubs only

LOCAL VICA ORGANIZATION

There can be only one VICA Chapter within a given high school, technical center or Post-secondary Institution; however, there can be morning and afternoon divisions. Within the divisions, sections can be formed for the various Trade and Industrial Education subject areas.

VICA Student Government

There are six VICA officers in each VICA Chapter. These are president, vice-president, secretary, treasurer, reporter and parliamentarian. If the chapter is divided into a.m. and p.m. divisions, it is recommended that officers be elected for each division. It is also recommended that officers be elected in each section.

An executive council is made up of representation from each of the sections. In a school where there are many vocational training areas, the executive council would include one student member from each section. In smaller schools it may be necessary to have two or more section representatives on the executive council.

The key to a successful VICA chapter is the participation of T and I teachers as section advisors for their own students. It is recommended that section advisors also serve as members of the executive council.

It is suggested that, whenever possible, a staff member who is not a section advisor accept the responsibility of being the VICA chapter advisor. The executive council then, is typically made up of the chapter advisor, all section advisors, and student representatives from each section. Student representation should be made up of section officers. Section presidents may be selected but it is recommended that other officers also be given a chance to serve.

Section Operation

The section organization is similar to the total chapter organization in terms of student government and functions. Student members vote to pay section dues to cover activities planned by the section. The amount of money raised within these sections through dues and fund raising projects bears a direct relationship to the quality and number of activities carried on within that section. The section president, T and I section advisor, and selected officers are charged with the responsibility of planning a program of work for the section. Section dues are above and beyond the chapter dues paid by students.

Section advisors seek to provide students with VICA activities built around the occupational area in which they are enrolled. Instructors who serve as section advisors find numerous advantages in playing this role. They learn to know students better and have excellent opportunities for good public relations within the school and community. Section advisors also find that student interest in the subject area will increase as a result of VICA activities.

On the following page is an example of VICA Chapter organization and activity planning.

VICA CHAPTER

DUES	
National	$2.00
State	1.00
District	1.00
Local	3.00
	$7.00

EXECUTIVE COMMITTEE
Made up of
One Chapter Advisor
Three Section Advisors
and nine students

CHAPTER ACTIVITIES (All members participate)

1. Three professional meetings with speakers
2. Get-acquainted fall picnic
3. Spring dance
4. Leadership training sessions
5. Chapterwide fund-raising project
6. Blazers or sweaters for chapter officers
7. Float in homecoming parade

Chapter Advisor

Section President

AUTO MECHANICS SECTION

Section Dues--1.00 (8.00)

Activities:
1. Cook-out
2. Four meetings with refreshments

Executive Council representatives--Secretary
Parliamentarian
President
Section Advisor

COSMETOLOGY SECTION

Section Dues--3.00 (10.00)

Activities:
1. Student-parent banquet
2. Picnic
3. VICA jewelry for each member
4. Four section meetings with refreshments

Executive Council representatives--President, Treasurer, Reporter, Section Advisor

ICT SECTION

Section Dues--12.00 (19.00)

Activities:
1. Section dance
2. Employer-employee banquet
3. VICA sweaters for each member
4. Float in Christmas parade
5. 7 meetings with refreshments
6. Field trip to industry
7. Section picnic
8. Parent-student party
9. Purchase of section banner and VICA materials

Executive Council representatives--President, Vice President, Secretary, Section Advisor

ORGANIZING IN SEPTEMBER

VICA advisors who are new to their task should familiarize themselves with the history, purpose, and objectives of the organization. This can be accomplished by studying the Leadership Handbook which is available from National VICA. Assistance in getting started is also available from the State VICA Director or VICA Specialist. Help may also be obtained from other members of the State T and I staff or University T and I teacher educators. A new advisor should also plan to visit several experienced advisors in order to gain specific information on techniques of chapter operation.

When fall classes begin, the VICA chapter advisor should meet with the instructors of the various Trade and Industrial Education areas. Goals of such early meetings are to explain the advantages offered through VICA, gain teacher support, and assist the section advisors in organizing their work in the total VICA program.

After generating interest in VICA, proceed to help students form a VICA chapter. You may organize a "Committee to Organize VICA." If this is done, it will be necessary to elect a chairperson to serve until the chapter is chartered.

If your school already has a VICA organization, it will not be necessary to appoint a committee to form the chapter. In such case, you can start the year by having your first meeting with all students in your school or section.

What follows are suggested ideas of things to do at the first meeting:

1. Learn about VICA

   A. Write to National VICA. Request a supply catalog and starting packet.

B. Review all available VICA chapter materials.

C. Visit other VICA chapters and talk to the sponsors.

D. Contact State Director or State VICA Specialist.

E. Meet with prospective section advisors and discuss the goals.

F. Decide upon chapter objectives and make a tentative list of suggested activities.

G. Student input into chapter activities can be gained after the election of officers and before the formation of committees.

H. Write a suggested constitution.

2. Assemble all T & I students at a social meeting.

A. Introduce chapter advisor and section advisors.

B. Discuss overall chapter objectives, relationship of VICA to T & I classes, requirements of a successful chapter and the advantages for student participation.

C. Discuss membership requirements, dues, and local, district, state and national VICA structure. Refer to organizational structure found in State VICA Constitution.

D. Discuss the meaning of the Emblem, Creed, Pledge, Motto, and Colors.

E. Display decals, blazers, and other chapter materials.

F. Show the film: VICA: Going Places.

G. Announce that a slate of officers will be formalized by a Nominations and Elections Committee.

H. Appoint a Membership Committee.

I. Appoint a Nominations and Elections Committee.

J. Enjoy the social event and get to know many of the students.

3. Advisors meet for discussion and planning.

A. Discuss agenda for next VICA meeting.

B. Have students from each section advertise the chapter via posters, classroom visitation, and conversation.

4. Membership drive starts.

A. Publish the time, place, and date for the next general meeting of all T & I students.

B. Show VICA slide series: Fulfilling Our Incredible Potential.

C. Have refreshments and enjoy a short social.

D. Publicize the membership drive around school. Ask Membership Committee to provide details about where and when students may join.

E. Avoid a long enrollment period for new members. Get the membership list and other information to district and state headquarters promptly.

F. Following the planned membership drive, make every effort to issue membership cards as soon as they are received from national headquarters. Be sure to spell member's names correctly.

5. Advisors meet for discussion and planning.

A. Discuss details of the future election.

B. Present topics of the next meeting.

C. Expand or add to the goals of the chapter.

6. The VICA members meet.

A. Cover topics on the agenda prepared during previous meeting of sponsors.

B. Discuss qualifications and duties of officers.

C. Announce the slate of officers and up-coming election.

D. Bring up the points concerning chapter activities and the importance of committee work.

E. Call for nominations from the floor for each office. Leave space on the ballot under each office for write-in candidates.

F. Adjourn meeting.

7. Prepare the ballot.

A. Encourage students to prepare posters and otherwise publicize the election.

B. Establish a date, place, and time for speeches.

C. Establish a date, place, and time for election.

D. Prepare the ballot. (Keep locked)

8. During and after the elections.

   A. Oversee the election, check the membership roster for validity of each voter, and preserve the integrity of the election and results.

   B. Count ballots and verify the results. Publish the results and congratulate the winners.

   C. Secure local newspaper publicity.

9. Call an Executive Council meeting.

   A. Assist officers in learning the duties of their office.

   B. Discuss characteristics of leadership.

   C. Plan calendar and budget.

   D. Plan program of work.

   E. Assist officers in developing a list of committees and discuss goals for the committees. Some suggested committees are: Executive, Program of Work, Finance, Public Relations, Community Services, Program Planning, Initiation and Installation, Membership, Safety and Social.

   F. Chapter officers and sponsors finalize chapter constitution.

   G. Chapter officers and sponsors petition for a school charter and state VICA charter.

   H. Develop plans to procure necessary VICA equipment and materials.

10. Form VICA sections for the different occupational areas in the school.

   A. Nominations and elections.

   B. Budget planning.

   C. Calendar planning.

CHECKLIST FOR GETTING STARTED

Preliminary

_____ Request supply catalog and starting packet from National VICA.

_____ Order essential VICA materials and review.

_____ Discuss VICA with a local outstanding chapter advisor.

_____ Contact State VICA Director or State VICA Specialist. Make arrangements for a meeting.

_____ Meet with other chapter advisors.

_____ Prepare a laundry list of objectives and activities to meet objectives.

_____ Write suggested constitution.

First Student Meeting

_____ Hold a social-organizational meeting for T & I students.

_____ Explain VICA program.

_____ Appoint membership committee.

_____ Appoint Nominations and Elections Committee.

Advisors Meeting

_____ Hold an advisors meeting to plan topics and agenda for second all-school meeting.

_____ Plan time and date for next meeting.

_____ Appoint students from each section to advertise the up-coming meeting.

After Advisors Meeting

_____ Conduct membership drive.

_____ Issue membership cards.

_____ Send membership list to district and state headquarters.

_____ Plan a second meeting for arranging up-coming election.

Second Student Meeting

_____ Discuss value of committee work with the group.

_____ Discuss qualifications of officers with entire group.

_____ Announce slate of officers.

_____ Call for nominations from the floor.

After Second Student Meeting

_____ Set date and time for candidate speeches.

_____ Set date and time for election.

_____ Prepare ballot.

_____ Oversee the election.

_____ Count ballots, verify results.

_____ Secure newspaper publicity on election.

Executive Council Meeting

_____ Assist officers in learning duties of office.

_____ Discuss leadership characteristics.

_____ Plan calendar and budget.

_____ Plan program of work.

_____ Assist with committee appointments.

_____ Finalize constitution.

_____ Petition for a school and state VICA charter.

_____ Order VICA equipment and materials.

Following Executive Council Meeting

_____ Form separate VICA sections.

VICA MEMBERSHIP DRIVE

Your VICA membership drive should begin immediately upon the opening of the school year. You should strive for 100 per cent membership to encourage the maximum number of students to benefit from VICA activities. VICA activities are an integral part of your program. If last year's program was successful, you should experience little difficulty in motivating student interest and obtaining maximum student involvement.

The recruitment drive should not be a one-time effort; it must be a continuous effort in order to be really successful. The drive to spread information about VICA should involve as many people as possible. Involve school administrators and guidance counselors by enrolling them as professional members.

When new members have been accepted, they should be formally initiated. A dignified installation ceremony causes new members to feel that they are an important part of the total organization. The ceremony should be held at a time when most of the membership can be present. Invite state officers, district officers, school officials, alumni and local community officials to be present and take an active part in the ceremony.

IDEAS FOR ATTRACTING PROSPECTIVE MEMBERS

A. Give the students and teachers information about meetings in advance. This will eliminate conflicts in scheduling and will also allow the teachers to recognize current and prospective VICA members.

B. Invite students to attend a regular VICA meeting as guests.

C. Be certain that everyone has a copy of the agenda. The agenda should be planned well in advance.

D. Have each member be personally responsible for bringing new members to the meeting.

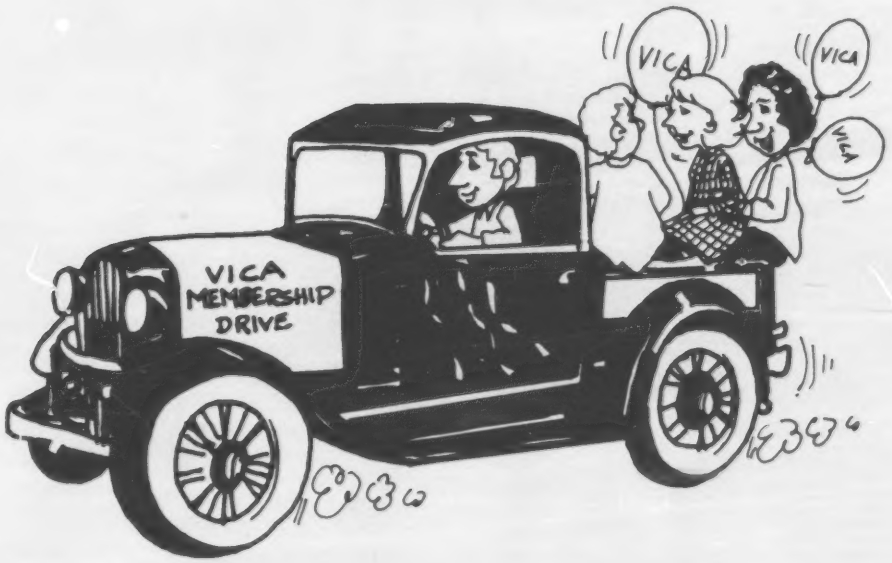
E. Regular members should introduce the new members to the group.

F. The president should personally greet new members and make sure that they feel welcome.

G. New members should be personally invited to attend future meetings.

H. All guest's names should appear in the school newspaper.

I. Involve as many new members as possible on committees and other chapter projects.



VICA Form 10C
Page _____ of _____

ADDITIONS TO MEMBERSHIP APPLICATION ROSTER
Vocational Industrial Clubs of America, Inc.

Send rosters and checks
to your State VICA Director

FOR NATIONAL OFFICE USE ONLY

Arrival date, Nat. Office _____

Division	Secondary	Post-Secondary
Active		
Professional		
Associate		

Processed _____ Report No. _____
Data entered _____
Mailing dates

THIS FORM IS TO BE USED ONLY FOR ADDITIONS TO A PREVIOUSLY SUBMITTED CLUB THIS YEAR. Members must be recorded in the National VICA Office by March 1 by the State VICA Office in order for members to be eligible for official participation as contestants, candidates, and delegates in the National Leadership Conference.

1. Copy information from original roster.

State _____ School# _____ OE# _____

Advisor _____

School Name _____

Address _____

City & State _____

Zip Code _____

2. a. 100% Membership Yes _____ No _____

b. School Phone _____
(Area Code/Number/Ext.)

c. Chapter No. _____

d. School District Name _____

e. VICA District No. _____

f. Training Program _____

3. APPLICANTS FOR ACTIVE MEMBERSHIP

(Type or print names)

The below named individuals hereby apply for membership in the national organization, Vocational Industrial Clubs of America, and enclose, for each person, Annual Membership Dues for the year _____ 50 cents of which is a one-year subscription to VICA, the official journal.

PLEASE TYPE OR PRINT CLEARLY (List names in alphabetical order)

	Name	Subject or Occupation		Name	Subject or Occupation
1.			23.		
2.			24.		
3.			25.		
4.			26.		
5.			27.		
6.			28.		
7.			29.		
8.			30.		
9.			31.		
10.			32.		
11.			33.		
12.			34.		
13.			35.		
14.			36.		
15.			37.		
16.			38.		
17.			39.		
18.			40.		
19.			41.		
20.			42.		
21.			43.		
22.			44.		

Our records indicate that this club has _____ original members. With the additional 12 members listed above, this brings the total membership to _____ members for this club.

4. APPLICANTS FOR PROFESSIONAL AND ASSOCIATE MEMBERSHIP

PROFESSIONAL MEMBERSHIP

The below named individuals hereby apply for membership in the national organization, Vocational Industrial Clubs of America, and enclose, for each person, Annual Membership Dues for the year _____, $1.00 of which is a one-year subscription to **VICA**, the official journal, and $1.50 of which is a one-year subscription to the **Professional News. USE *PAF* CODE FOR PROFESSIONAL MEMBERS.**

ASSOCIATE MEMBERSHIP

The below named individuals hereby apply for membership in the national organization, Vocational Industrial Clubs of America, and enclose, for each person, Annual Membership Dues for the year _____, 50 cents of which is a one-year subscription to **VICA**, the official journal. **USE *ASC* CODE FOR ASSOCIATE MEMBERS.**

	USE CODE	NAME	ADDRESS, IF OTHER THAN SCHOOL (Include Town or City)
1.			
2.			Zip Code
3.			Zip Code
4.			Zip Code
5.			Zip Code
6.			Zip Code
7.			Zip Code
8.			Zip Code
9.			Zip Code
10.			Zip Code
11.			Zip Code
12.			Zip Code
13.			Zip Code
14.			Zip Code
15.			Zip Code
16.			Zip Code

5. MEMBERSHIP REPORT CHART

Secondary **Active** Post-Sec	No. of Members	National Membership Dues	Total Nat'l Dues	No. of Members	State Membership Dues*	Total State Dues	Total Dues by Classification
Secondary **Active**		X $2.00 =			X $ =		
Post-Sec		X $2.00 =			X $ =		
Secondary **Professional**		X $5.00 =			X $ =		
Post-Sec		X $5.00 =			X $ =		
Secondary **Associate**		X $3.00 =			X $ =		
Post-Sec		X $3.00 =			X $ =		
Member Sub-Total							
TOTAL AMOUNT							

MAILING INSTRUCTIONS: Club Advisor keeps the white Section copy and mails the green State and yellow National copies to the state VICA Director. (If you are submitting District or Regional dues, check with your State Director for the correct mailing information.) State VICA Director keeps the green State copy and mails the signed yellow National VICA copy to the National VICA Office. (Dues must accompany forms in all instances.)

Signed: _____
(Section Secretary) (Date)

Approved: _____
(Advisor) (Date)

* See list of state membership dues on instruction sheet

FOR STATE OFFICE USE ONLY

ACCOUNT			HOW PAID
STATE DUES			CASH
OTHER DUES			
AMOUNT PAID			CHECK
BALANCE DUE			MONEY ORDER

Signed: _____
(State Association Director)

43

Form 8
Report No. _____ Date _____

AFFILIATED CLUB
MEMBERSHIP APPLICATION ROSTER
Vocational Industrial Clubs of America, Inc.

Send rosters and checks to your State VICA Director

VICA Form 10A
Page ____ of ____

FOR NATIONAL OFFICE USE ONLY		
ARRIVAL DATE, NAT. OFFICE		
DIVISION	SECONDARY	POST SECONDARY
ACTIVE		
PROFESSIONAL		
ASSOCIATE		
PROCESSED	REPORT #	
DATA ENTERED		
MAILING DATES		

USE THIS FORM FOR FIRST REPORT OF THE YEAR ONLY. USE THE ADDITIONS FORM FOR SUBSEQUENT REPORTS. PLEASE READ INSTRUCTION SHEET CAREFULLY BEFORE FILLING IN THIS ROSTER. MEMBERS MUST BE RECORDED IN THE NATIONAL VICA OFFICE BY MARCH 1 BY THE STATE VICA OFFICE IN ORDER FOR MEMBERS TO BE ELIGIBLE FOR OFFICIAL PARTICIPATION AS CONTESTANTS, CANDIDATES AND DELEGATES IN THE NATIONAL LEADERSHIP CONFERENCE.

1. **CHECK LABEL.** Make corrections in space at right.

WRITE CHANGES TO LABEL AT LEFT in space below. Do not write anything if label information is correct.

_____ Name
_____ School Name
_____ Street Address
_____ City, Zip Code

2. a. 100% MEMBERSHIP _____
   b. PHONE _____ (Area Code/Number/Ext.)
   c. TRAINING PROGRAM _____

   d. CHAPTER NO. _____
   e. SCHOOL DISTRICT NAME _____
   f. VICA DISTRICT NO. _____

3. AFFILIATED PROFESSIONAL AND ASSOCIATE MEMBERS
Cross through names which should be deleted. Make information changes or add new members at bottom of roster. See No. 3 on Instruction Sheet.

4. ADDITIONAL APPLICANTS FOR PROFESSIONAL AND ASSOCIATE MEMBERSHIP
Use also for information changes or corrections. See No. 4 on Instruction Sheet.

PRINT TYPE

ASSOCIATE MEMBERSHIP

PROFESSIONAL MEMBERSHIP

	USE CODE	NAME	ADDRESS & ZIP, IF OTHER THAN SCHOOL (INCLUDE TOWN OR CITY)
1			ZIP CODE
2			ZIP CODE
3			ZIP CODE
4			ZIP CODE
5			ZIP CODE
6			ZIP CODE

44

NATIONAL COPY

AFFILIATED CLUB
MEMBERSHIP APPLICATION ROSTER
Vocational Industrial Clubs of America, Inc.

VICA Form 10A
7/79

5. ACTIVE MEMBERSHIP

NOTE: REVERSE CARBONS BEFORE PRINTING NAMES!

The below named individuals hereby apply for membership in the national organization, Vocational Industrial Clubs of America, and enclose for each person, Annual Membership Dues for the year _____, 50 cents of which is a one-year subscription to VICA, the official journal.

PLEASE TYPE OR PRINT CLEARLY (List names in alphabetical order)

	Name	Subject or Occupation		Name	Subject or Occupation
1.			31.		
2.			32.		
3.			33.		
4.			34.		
5.			35.		
6.			36.		
7.			37.		
8.			38.		
9.			39.		
10.			40.		
11.			41.		
12.			42.		
13.			43.		
14.			44.		
15.			45.		
16.			46.		
17.			47.		
18.			48.		
19.			49.		
20.			50.		
21.			51.		
22.			52.		
23.			53.		
24.			54.		
25.			55.		
26.			56.		
27.			57.		
28.			58.		
29.			59.		
30.			60.		

6. MEMBERSHIP REPORT CHART

	No. of Members	National Membership Dues	Total Nat'l Dues	No. of Members	State Membership Dues *	Total State Dues	Total Dues by Classification
Secondary **Active**		x $2.00 =			x $ =		
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Secondary **Associate**		x $3.00 =			x $ =		
Post-Sec		x $3.00 =			x $ =		
Member Sub-Total							
TOTAL AMOUNT							

MAILING INSTRUCTIONS: Club Advisor keeps the Section copy and mails the State and National copies to the State Association Director. (If you are submitting District or Regional dues, check with your State Director for the correct mailing information.) The State Association Director keeps the State copy and mails the signed National copy to the National VICA Office. (Dues must accompany forms in all instances.)

Signed _____ (Section Secretary) _____ (Date)

Approved _____ (Advisor) _____ (Date)

Signed _____ (State Association Director)

Form 8 Report No. _____ Date _____

FOR STATE OFFICE USE ONLY

ACCOUNT			HOW PAID
STATE DUES			CASH
OTHER DUES			
AMOUNT PAID			CHECK
BALANCE DUE			MONEY ORDER

* See list of state membership dues on Instruction Sheet.

SECTION MEMBERSHIP ROLL AND RECORD (SAMPLE)

Name of Member	Home School	Years of VICA Membership	Membership Card Issued	Attendance

MANAGING YOUR CHAPTER

Successful VICA chapters have a lot in common. The basic similarity appears to be that of a well-designed management program. Management encourages and provides for guidance and control, yet allows students to contribute to the growth and completion of the VICA chapter goals.

Management is concerned with staffing, directing, and conducting the VICA chapter activities. When VICA advisors, officers, and membership committee work together harmoniously, it is an indication of good leadership and organized planning.

In order to achieve the successful completion of assigned tasks, the advisors, officers, and members must clearly define the roles and responsibilities of those charged with controlling chapter activities. Evaluating the progress of persons responsible for assigned tasks requires a chain of command whereby modifications and corrective actions can be freely passed up and down through channels.

Having high caliber personnel in positions to effectively guide the VICA chapter is the beginning of chapter success. The responsibility of chapter management, involving the teachers and students, includes:

1. chapter management structure
2. calendar of events
3. annual budget
4. community involvement
5. membership drive
6. staff planning
7. public relations

8. records, publications
9. national chapter activities participation
10. evaluation of total chapter efforts

Chapter activities must be planned in such a way that all members are served by their affiliation with the chapter. Furthermore, chapter activities should project a good image to the community. Successful chapters avoid serving the wishes of cliques.

Committees plan and carry out most of the chapter activities. By selecting the best qualified person for committee chairperson, high quality learning activities can be ensured. Through good committee management, each member of the chapter has the opportunity to participate, and to realize personally the objectives of student involvement in VICA. Committee functions are the heart and growth of the chapter.

Those who are familiar with group functions need to help those who have had little prior experience. In order to work efficiently and effectively, every person responsible for action in the VICA chapter must clearly know what is to be done and how to do it.

Chapter activities need to be centered around the wishes of the local chapter members, yet complement the VICA National Program of Work as much as possible. The nature of committee activities may be categoried as:

A. Professional
B. Financial
C. Civic
D. Service
E. Social

There are ten steps involved in putting these basic principles of chapter management to work:

A. Program Plan of the Year

A month-by-month program must be developed and should include activities reflecting ideas, opinions, and goals of the total membership. Some sources for program planning are:

1. A membership questionnaire
2. A survey of school and community needs
3. Evaluation of previous projects
4. State and National VICA handbooks
5. Other student organizations

B. A Year's Planned Budget

Activities require financing. With your program outlined for the year, a budget must be planned to help accomplish these objectives. A committee usually designated as the Finance Committee, should be directed to prepare the budget necessary to conduct chapter programs, including all anticipated expenses and, also, possible sources of income to cover these expenses.

C. Organizational Structure

The conduct of a local VICA activity is the responsibility of every member. Each individual in your chapter must have a job to perform. A balanced structure of chapter responsibilities is important to equalize the workload and to pinpoint responsibility. Organizational requirements will vary, however, from chapter to chapter depending on size, location and needs.

D. Motivation

Since you want to attract and keep members--active members--it is very important that all new members understand the VICA organization thoroughly. This can be accomplished through a sound orientation program. Your ultimate goal should be to develop an active VICA member who contributes to the organization and also benefits from the activity. These topics should be included in your orientation program:

1. The benefits of membership
2. Membership obligations
3. Goals and objectives
4. The VICA organization
5. The State and National VICA Organizations

E. Membership Recruitment

Active membership recruitment is an essential function of a VICA chapter. There are many students who do not understand the VICA organization, and will have to be "sold" on the benefits of active membership. Suggestions for recruitment include the following:

1. Establish an active membership program
2. Contact all eligible students
3. Give prospective members personal attention
4. Have formal initiation of new members
5. Give a new member meaningful responsibilities
6. Conduct an enthusiastic orientation program
7. Have an outstanding alumni member relate the value of VICA to the group

F. Contribution of Individuals Outside the Chapter

Many individuals and organizations are eager to assist when needed

to help in the development of your local organization. Following is a suggested list of resource groups and individuals to help with your activities:

School	Community
Vocational director	Toastmaster's Club
Speech teacher	Toastmistress Club
Band director	Jaycees, Lions, Kiwanis, Junior Women's Club and other civic organizations
Music teacher	
Government teacher	Police Department
Principal	Fire Department
	Mayor

G. Membership Meetings

A good meeting is the heart of a successful VICA chapter. Good meetings help to orient and make new members feel a part of the group and at home with the other members. Good meetings create enthusiasm, provide leadership opportunities, and create an atmosphere of group achievement.

Meetings should be conducted using parliamentary procedure, a prepared agenda, and a record of proceedings (minutes).

Objectives to be accomplished at general membership meetings should include:

1. Necessary chapter business
2. Committee reports on progress of current activities
3. Plans for future activities
4. Guidance to mold membership into a functioning unit
5. Provisions for leadership training
6. Educational activity (speaker, tour, etc.).
7. Fellowship

Refer to pages 153 and 172 for typical VICA meeting agendas.

H. Good Publications

A local club publication, such as a newsletter, is necessary to an active communication and public relations effort. A good publication serves as a "tonic" stimulating enthusiasm among members. It should be easy to read and contain up-to-date local VICA activities. A Publications Committee, with a budget, should be established to put your local "VICA story" in print. Things to consider in planning your publication:

1. Format
2. Reporters from each section
3. Editing
4. Printing
5. Frequency of publication
6. Distribution

I. Record Keeping

Members of a responsible organization will keep good records of its activities (income, expenses, successful and unsuccessful projects) to direct and guide the next year's chairperson. An analysis of both successful and unsuccessful activities will often provide information to insure success in a special project. Each VICA activity must be recorded, using a standard reporting procedure adopted by the organization to insure the continuance of productive VICA programs.

J. District, State, and National Meeting Attendance

Taking part in district, state, and national meetings is a required function for a successful VICA chapter. By attending these meetings, you will exercise your right of representation in the organization. Members also develop motivation and enthusiasm through the social and business

interaction of the total membership. Attendance at these meetings should be included in the yearly activity planning. Develop a budget to insure that there will be financial resources for the delegates.

COMMITTEES FOR A SUCCESSFUL CHAPTER

A committee is a group of people delegated to consider, investigate, take action,and report on a matter. The committee represents an efficient method to achieve goals through using the democratic process. Furthermore, through committee participation, students are able to grow in leadership and followership qualities, as well as develop in the areas of responsibility and perseverance.

Typical Committees

There are two basic types of committees: (1) Standing and (2) Special.

1. The Standing Committee is appointed for the entire chapter year to perform specified duties. Typical Standing Committees in a VICA Chapter might be:

   Public Relations

   Finance

   Program Planning

   Social

   Community Services

   Safety

   Program of Work

Standing Committees should be organized during the first month of the school year. All members should be given some type of a committee assignment. Committee membership is a good personal experience, and active committees also reduce the work load of elected officers. This will allow officers more time for planning and coordinating responsibilities.

2. The Special Committee is appointed for an immediate purpose and is dissolved when the need ceases to exist. Examples of Special Committees are:

   Float Construction Committee

Sweetheart Dance Committee

Membership Committee

Car Wash Committee

Initiation Committee

Cleanup Campaign Committee

In order for a chapter to operate efficiently, it is important that a chairperson and a secretary be appointed at the first committee meeting. The secretary should take accurate and concise notes. At chapter business meetings the presiding officer will call on each chairperson to present the committee reports.

Standing and special committees are made up of at least three members. Committee membership can be decided by election or appointed by the presiding officer. All members should serve on at least one standing committee.

Activity Committee chairpersons should develop a checklist for carrying out each activity or project. Typically, such a check list could contain preliminary steps, project day action and followup. A sample cleanup campaign checklist is shown on p. 48.

The Executive Council

The VICA executive council is composed of elected officers representing the various VICA sections in a school. Typically, the executive council meets on a monthly basis throughout the school year. The primary function of this council is to plan and coordinate the total VICA program.

The Inter-Club Council

The Inter-Club Council serves to provide total school involvement for all student organizations. A member of each organization such as American Industrial

Arts Student Association, Distributive Education Clubs of America, Future Business Leaders of America, Future Farmers of America, Future Homemakers of America, Health Occupations Student Association, Home Economics Related Occupations, Office Education Association, and Vocational Industrial Clubs of America will be represented on the council. Membership may not be limited exclusively to representatives of vocational student organizations--it may also include academic subject or social organization representation. Members will coordinate activities and develop plans for total school involvement.

EXAMPLE OF AN ACTIVITY CHECKLIST
CLEANUP CAMPAIGN

Preliminary Steps

_____ Set your specific project goals.

_____ What do you hope to accomplish?

_____ Visit and study project site. Take "before" photos.

_____ Select project date (and alternate "rain date").

_____ Clear proposed project with Mayor or other officials.

_____ Check plans with Fire, Police and Sanitation Departments.

_____ Establish deadlines for completion of each step of your project.

_____ Divide project into areas of responsibility.

_____ Assign specific responsibilities to each chapter member.

_____ Ask local businesses for assistance, if needed--Chamber of Commerce, Rotary, etc.

_____ Contact civic groups--garden clubs, churches, etc.

_____ Call for volunteers, schoolwide or citywide.

_____ Publicize your plans--write releases, take photos, contact local newspapers, radio and TV stations.

Project Day Action

_____ Set definite time schedule.

_____ Assign supervisors to direct work crews and volunteers.

_____ Distribute mimeographed instructions, if necessary.

_____ Arrange transportation.

_____ Establish safety precautions.

_____ Determine insurance needs.

_____ Arrange food and refreshment services.

_____ Assemble materials (rakes, shovels, paint, ladders, litterbags, etc.)

_____ Coordinate on-the-spot assistance from Fire, Police, Sanitation Departments.

_____ Credit any contributor for donating supplies or services.

_____ Assign photographer. Have fact sheet ready for reporters.

Followup

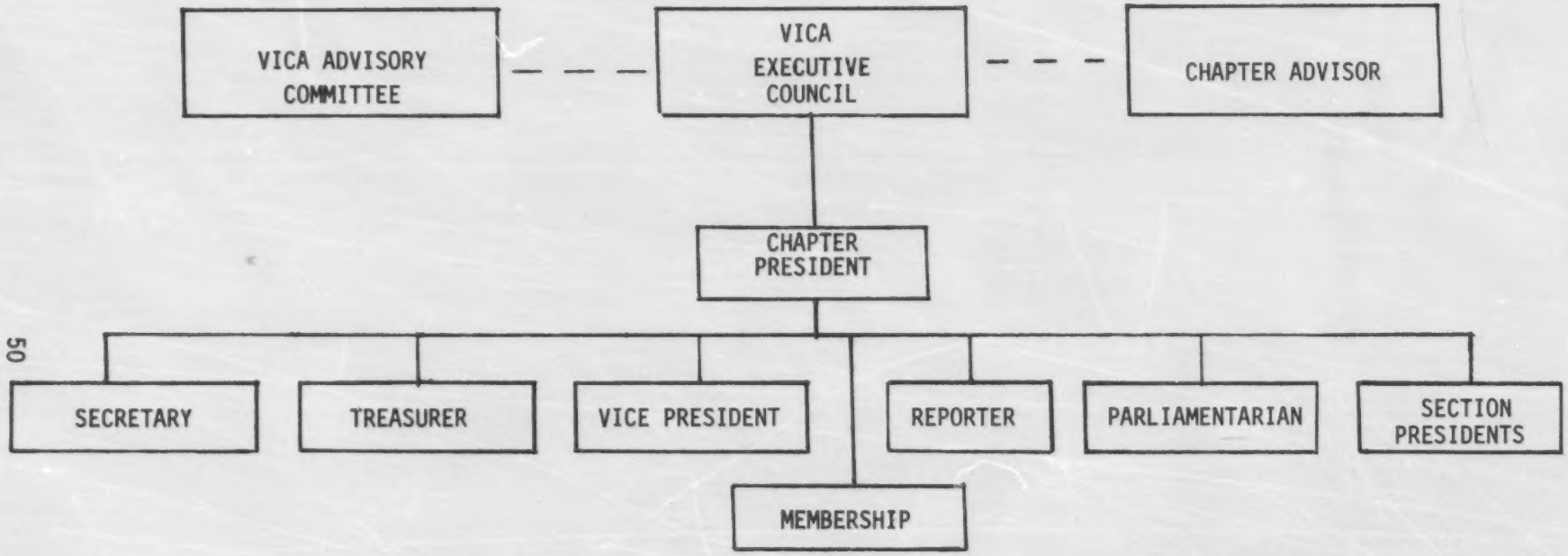
_____ Deliver photos, photo captions, stories to all news media.

_____ Take "after" photos.

_____ Write "thank you" notes to all volunteers, municipal officials, businessperson.

_____ Determine continuing maintenance needs of your project site.

_____ Make final evaluation of project's short and long-range effect on your community.



STANDING COMMITTEES
(Typical)

PUBLIC RELATIONS
FINANCE
PROGRAM PLANNING
SOCIAL
COMMUNITY SERVICE
SAFETY

SPECIAL COMMITTEES
(Typical)

ORIENTATION
MEMBERSHIP
INITIATION
(OTHERS AS NEEDED)

STRUCTURE OF THE LOCAL CHAPTER

COMMITTEE REPORT

VICA Chapter _____

Report of _____ Committee

Date of Meeting _____ Time Called _____ Time Adjourned _____

Chairperson _____ Date of Next Meeting _____

Members of Committee (check those present):

_____

_____

Others Present: _____

_____

Business Transacted: _____

_____

_____

_____

Committee Recommendations: _____

_____

_____

_____

Committee Requests: _____

_____

_____

Reported to Membership by _____ Date _____

CHAPTER STANDING COMMITTEES

Committee_____ Committee_____

Chairperson: Chairperson:

Members: Members:

Committee_____ Committee_____

Chairperson: Chairperson:

Members: Members:

Committee_____ Committee_____

Chairperson: Chairperson:

Members: Members:

Committee_____ Committee_____

Chairperson: Chairperson:

Members: Members:

THE ADVISORY COMMITTEE

The advisory committee acts as a liaison between the school and community in assisting with planning and conducting programs. It is important that VICA members understand community interests and needs. Not only is VICA concerned with community sponsored projects, but through community involvement, cooperative and full time placement contacts can be made.

The advisory committee can be utilized as an important public relations tool. The committee members act as community representatives in promoting VICA in the locale. Both financial and moral community support for VICA can be attained through good advisory committee involvement. Financial support for community service activities and skills contests are examples of such involvement. Advisory committees also play an important role in the evaluation of students who are participating in the Vocational Initiative and Club Achievement Program.

The advisory committee is selected by the chapter advisor and appointed by the division superintendent. Appointment is typically for a three-year term. Original members will serve for at least one year. At the beginning of the first year, the terms of members are determined by lot. One-third of the members will serve for one year; one-third will serve for two years; and one-third will serve for three years.

Advisory committees act in an advisory capacity only and have no administrative or legislative authority.

Some typical functions of advisory committees are:

1. Assist with community surveys.
2. Provide guidance for chapter officer selection.

3. Provide leadership training for chapter officers.
4. Assist in student placement.
5. Stimulate member involvement.
6. Assist in promoting chapter activities.
7. Assist with fund raising activities.
8. Assist in development of a good public relations program.
9. Prepare members for contest preparation.
10. Assist in securing financial support for delegates and contest participants.

It is recommended that the craft or cooperative advisory committee meet at least three times during the school year. One of these meetings can be of a social nature such as a banquet or an open house activity. Plan to keep advisory committee members involved throughout the entire school year. Each member should be given definite duties and responsibilities. By seeking advice frequently and adopting many of the suggestions given, advisory committee members will become motivated and responsive to your VICA chapter needs.

VICA ADVISOR RESPONSIBILITIES

The advisor of a local VICA chapter must have the competencies required of an effective student leader. As an advisor, you are one of a select group of people who have demonstrated a sincere interest in the social and educational development of vocational students. Being a good VICA advisor will require participation in many duties outside of the classroom. The ultimate goal of the advisor is to produce the kind of program where students can gain the type of leadership, citizenship, and social experiences which are needed to complement the in-school occupational skill program.

The various competencies required can be categorized in the areas of (1) administrative or coordination and (2) supervisory functions.

Administrative or Coordination Function

To administer and coordinate the VICA program, the advisor should:

1. Be prepared to advise and inform the members on chapter activities.
2. Have a thorough knowledge of the constitutional documents at state and national levels and how they relate to each other.
3. Have addresses of state office personnel, national club officials, state association officials, and district chapter officials.
4. Know the location of local chapters throughout the district.
5. Know what materials and forms are required and available from the state and national office and how they can be obtained.
6. Make certain that members pay their dues to the national and state associations and be aware that they have a right to know how such dues are used and what services are provided. This builds respect and a desire to belong and be active in the support of the organization.
7. Encourage chapter members to make definite suggestions for local chapter work, state, and national conference and convention programs. Appoint a committee to suggest ideas for chapter publicity, radio and TV programs, scrapbooks, activity books, chapter programs, and chapter activities.

8. Initiate a newspaper. Encourage each section to give news items to the chapter editor. Suggest kinds of information to prepare.

9. Keep the local sections advised as to actions taken and changes made by the Executive Council, State Association and National Organization. These reports should be sufficiently inclusive to keep the sections completely informed of these actions.

10. Be certain state and national handbooks are available to chapter members. These articles contain constitutions, histories, contest areas,and other information needed for the operation of the local chapter.

11. Have readily available for each meeting a copy of Robert's Rules of Order, revised, and Parliamentary Procedure At a Glance by Jones.

12. Make sure students are fully aware of the reason for vocational education programs and the need for skilled technicians and craftspersons.

13. Make the students aware of the need for leadership skills and how these skills can prepare them to play a valuable role in our society.

Supervisory Function

To properly supervise the VICA chapter, the advisor must:

1. Assume the initiative for getting a local VICA chapter established in the school by:

   a. obtaining all information from the state VICA Director as to the procedure to follow in organizing a chapter;

   b. talking with leaders of vocational education concerning the benefits of organizing a chapter;

   c. arranging for the students to attend meetings of nearby chapters;

   d. visiting or corresponding with others who have had success in the organization and operation of their chapter; and,

   e. inviting students from other chapters to meet with prospective chapter members to discuss the benefits of having their own chapter.

2. Develop leadership by:

   a. providing training for officers;

   b. developing a program of activities which will bring out the qualities of leadership needed for all members;

c. providing all members with correct parliamentary procedures and the experience needed to conduct a meeting;

d. providing members with the knowledge necessary to make a wise choice of officers; and,

e. providing opportunity for attendance at district, state, and national meetings.

3. Promote knowledge of the VICA Constitution and By-Laws by:

a. informing the members that VICA is their organization;

b. obtaining copies of the district, state and national constitutions and discussing them with the students;

c. studying and discussing the history of VICA;

d. providing local school administrators and faculty with information concerning VICA.

4. Assist in development of a program of worthwhile activities by:

a. arranging for the local chapter to develop a program which will be acceptable to the members, school, and community;

b. assisting the students in preparing for participation in district, state, and national programs and contests;

c. helping local officers set up committee work and suggest ways to accomplish goals of the committee assignments;

d. advising chapter on maintaining a balanced program of activities;

e. assisting in the development of a comprehensive organizational structure with an organization chart;

f. seeing that <u>all</u> members are involved in some area of activity;

g. assisting the members in evaluations of their activities;

h. making certain the program of projected activities is adequately financed through approved fund raising activities and that all chapter funds are properly protected;

i. assisting the students in developing a calendar of events for the entire year. This calendar should be developed early in the year, but should not be so rigid that it cannot be changed to meet the needs of the membership;

j. making certain that chapter records are properly kept;

k. seeing that all chapter equipment is secured and available for chapter meetings;

l. arranging, with administrative approval, regular and special meetings during school periods, after school or evenings. Committee work or meetings may be accomplished during lunch hour. See that meetings are conducted in a businesslike manner;

m. assisting officers in making arrangements for all eligible members to attend leadership training sessions or conferences; and

n. assisting program chairperson, speaker,and entertainment committees in choosing activities for chapter programs.

5. Keep school authorities and the public in touch with chapter operation by:

a. establishing good working relationships with school officials. A list of activities planned, how they will be conducted, which students will participate, and how the chapter will be financed should be made available to the school administrators;

b. informing local news media and industrial personnel of chapter activities.

6. Develop potential officers and leaders by:

a. explaining the desirable character traits expected of officers and assisting students in their preparation for such offices;

b. reviewing national, state, and district activities which develop leadership;

c. encouraging students in planning their careers, with emphasis on advancement through knowledge of the democratic process, both in school and after graduation;

d. encouraging students to develop some systematic means of savings;

e. encouraging all students to further their knowledge and skills through training on the job and in local technical facilities after graduation;

f. promoting a local awards program for students who have done outstanding work in the VICA chapter, and give them recognition, both at school and in the community.

OFFICER RESPONSIBILITIES AND CONDUCT

Before conducting VICA elections, it is important to discuss the duties of each office. This information is found in your VICA Leadership Handbook. Following a group discussion of duties and responsibilities, a slate of officers may be formulated by a special Nominations and Elections Committee. Persons should be selected who are willing to perform at their highest level while in office. The following are some rules of conduct for VICA officers.

1. When representing your chapter, wear appropriate dress and present yourself properly.
   - A. Be clean and neat.
   - B. Don't smoke.
   - C. Do not consume alcohol or use drugs.
2. In public be courteous, well mannered and cooperative with your guests and fellow members.
   - A. Use good manners at all times.
   - B. Think before you speak.
   - C. Don't make commitments for your chapter without consulting members.
   - D. Plan for an efficient use of time when working with groups.
   - E. Be sure to arrive on time for meetings.
3. In order to be effective in your chapter, know members by name. Try to remember the names of people who are associated with the chapter.
   - A. Make a list of members and their duties.
   - B. Make a VIP list of guests.
   - C. Keep a record of all correspondence.
4. Get to know your VICA organization so you can function properly within the framework of the chapter.
   - A. Review your state and national organization structure.

B. Know the goals of your chapter.

C. Be able to speak on the role of VICA in vocational education.

5. When attending meetings, visiting other chapters,or speaking in public, prepare yourself for a proper presentation.

   A. Be sure you know the group and officials by name.

   B. Prepare notes or outline your speech.

   C. Know the facts; do not speak "off the cuff."

   D. Avoid statements or words which could offend.

6. To work effectively with the chapter advisor, you should know your duties and be able to communicate with adults. You should keep the advisor informed of all activities.

7. If you make a speech as a chapter officer during your term of office, the following suggestions may be helpful.

   A. Be sure to bring greetings from the rest of your chapter's officers.

   B. Express appreciation for being invited to participate in the activity.

   C. Let the audience know you are aware of some of the outstanding activities the group is doing.

   D. Be sure to express appreciation for the efforts of the VIP's in promoting and assisting the group in its activities.

   E. Do not talk too long. A five-to-eight minute speech that is well planned in advance and presented effectively will serve the purpose. Remember that banquet programs particularly have a tendency to last too long.

   F. If you use jokes or stories in connection with your presentation, make certain that they do not offend anyone.

DEVELOPING A LOCAL CALENDAR

In order to have a successful VICA Chapter it will be necessary to plan and implement activities. If new officers are elected during the spring, the VICA executive council can meet during July and August in order to develop a tentative calendar for the next school year. Modifications can be made when the full membership meets in the fall.

The calendar should represent a balance of civic, professional,and social program of activities. By following the six categories outlined in the VICA National Program of Work,* a chapter is assured of reaching such a balance.

Planning the calendar for a new chapter will involve a certain amount of risk, inasmuch as there has been no opportunity to "test out" projects and activities. In order to minimize the amount of risk, develop a plan based on the following considerations:

1. Choose activities that are popular and compatible to your area or community.
2. Work out a formula for predicting return on the chapter's investment.
3. Estimate the worst case of loss and forecast the impact on the chapter budget.
4. Be certain that activities will not conflict with other popular activities.
5. Investigate the legality of all activities.
6. Enlist the aid of community services personnel where available.
7. Apply for special permits well in advance.
8. Use a good planning procedure to insure that all necessary preparations have been completed before embarking on a new project.

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*The National Program of Work Guidebook, Vocational Industrial Clubs of America, Leesburg, Virginia.

9. Present the proposed calendar to your principal in order to avoid conflicts with other activities.

10. Plan your calendar early and adhere to it carefully.

It is a good idea to use a standard calendar format in planning for the chapter activities. First, block in dates for all fixed-time activities, i.e., district, state competition, district fall rally, etc. Next, mark out dates for all major school and community events which might conflict with any planned VICA activities. It is advisable to utilize a community calendar (usually prepared by the City or Town Council) to check for dates of major community events.

If the tentative calendar is developed during the summer, copies can be passed out to members early in the school year. Evidence of a well-planned program is an excellent motivator to keep up interest in the chapter. Planned dates for dances, picnics, and other social events will create immediate interest.

On the following page is a sample calendar for the month of September. The calendar should include all the major district and state events and deadlines, as well as a variety of chapter activities. By setting up a calendar, the advisor and officers can note any slack periods where little is scheduled, and plan an activity to keep the momentum of the chapter going. Note that some of the events, such as the "Kiwanis Breakfast" on September 28th, will take considerable advance planning and will require the coordinated efforts of several committees.

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9 Advisors Meeting	10	11 Membership Drive (In Classes)	12	13	14
15	16 Organizational Chapter Meeting	17	18 Drug Use Seminar	19	20 Chapter Breakfast (With Guest Speaker)	21
22	23 Chapter Meeting	24	25 Executive Council Meeting	26 School Community Day (Fund Raising Booth)	27 Local Fund Deadline	28 Kiwanis Breakfast
29	30 Chapter Meeting					

MONTH OF SEPTEMBER

(SAMPLE CALENDAR)

SELECTING VICA ACTIVITIES

The success of a chapter depends to a large extent on the variety of activities in which members can become involved. Ideas for these activities should come from chapter members rather than from advisors. While some of these activities can serve as fund raisers, thought should also be given to scheduling a variety of activities in (1) school related, (2) community service, (3) fund raising, and (4) professional events.

School related activities are those which are based in the school that primarily involve other students and chapter members.

Community service activities are those which involve the local community and are oriented toward helping others on a volunteer basis.

Fund raising activities are those which may be within the school or involve the community, or both, but result in raising money to support the chapter.

Professional activities are those which are sponsored through state and national VICA affiliation.

Social activities can generally be included in the school related category.

Many of these activities will help in gaining community recognition of the VICA chapter. Community involvement can be greatly increased through good VICA programs. When the local community is involved in a school project, prospects for success are greatly increased.

On the following pages are lists of possible activities in the four categories.

IDEAS FOR CALENDAR ACTIVITIES

I. School Related Activities

Mixer for students and their parents
Spring picnic
Attendance at major league athletic event
Trip to another city
Faculty recognition
Send members to speak to Junior High School students
Have officers speak to class groups
Club dance
Invite other chapters to a dance
Hold inter-chapter athletic events
Hold joint sunrise breakfast
Homecoming float
Display during Education Week
Radio program describing chapter and activities
Speak to service organization
Publish articles on student of the week
Publish column in school newspaper
Visits to industrial and business establishments
Sponsor guest speakers
Movies on career development
Sponsor career day or week
Poster contest
Help the custodian clean up school grounds
Sponsor a faculty basketball game
Sponsor a faculty track meet
"Good Citizenship" project
"School Improvement" project
Attend State Delegate Assembly
Attend State Leadership Conference
Hayride
Cookout
Skating Party
Entertain future members
Talent night
Anti-Dropout Campaign
Program on highway safety
Send flowers and greetings to teachers who are sick
Participate in Citizenship Week
Earth Day activities
Color Day (VICA colors)
Sweetheart contest
Mr. & Ms. VICA contest
Visit the State Capitol

Aid with United Fund Drive
Usher at school functions
Hold an open house
Present associate memberships
Welcome new teachers
Help new teachers
Thanksgiving charity drive
Christmas charity drive
Display safety posters
Participate in National Safety Week
Sponsor safety slogan contest
Sponsor industrial tours
Develop school wide laboratory and job safety program
Essay contest
Public speaking workshop
Debate or round table discussions
Inter-chapter visits or socials
Dinner meeting in local restaurant
Decorate trash receptacle in school colors
Put up school signs

II. School Related Activities (Ongoing, with target dates)

Establish a scholarship
Visit other clubs
Establish an occupational library
Set up occupational displays
Set up VICA bulletin board
Display posters
Maintain a safety bulletin board
Maintain a consumer awareness bulletin board
Keep an awards panel, photo display,and trophy case
Present programs on the school PA system
Be on radio and TV
Post a chapter calendar
Pen-pal exchange with another VICA chapter
Promote careers in teaching

III. Community Involvement Activities

Adopt a needy family project
"Get out the Vote" project
Ushering at various activities
Community fund drives
Employer-Employee banquet or Industrial-Student banquet
Guest speakers
Bloodmobile
Exhibit of trades
Beauty contest
Clean yards

Clean neighborhoods and roadsides
Collect toys for needy children
Visit nursing homes, hospitals, orphanges
Christmas caroling
Develop a community park
Sponsor a community education program
Assist churches with special projects
Used clothing drive for the needy
Babysitting service for school functions
Plan flowers, trees, shrubs
Repair and paint community homes
Offer cosmetology or other services to nursing home
VICA displays in banks and businesses
Design and distribute VICA bumper stickers
Offer repair services for nursing homes and needy persons
Ecology survey
Drug seminar
Volunteer service at hospitals and homes
Sponsor open house
Present honorary memberships
Sponsor safety campaign
Develop and distribute poison control list
Develop and distribute emergency directories
Develop and distribute service directories
Sponsor vehicle inspection seminar
Sponsor vehicle emissions test seminar
Fashion show
Music Festival
Outstanding citizen award

IV. Fund Raising Activities

Sell greeting cards
Rummage sale
Flea market
Sell a product you make
Bingo party
Show movies
Christmas tree sales
Sell magazines
Sell books
Recycle paper, rags, metal products
Sell used clothing
Sell pottery
Kissing booth
Cakewalk
Sell pennants, ribbons, programs at games
Sell cushions and umbrellas at games
Turkey shoot
Sell school directories
Sell community directories
Sponsor donkey basketball game
Present a play

Form a company and sell products
Sponsor a pancake breakfast
Egg throw
Car smash-up
Watermelon sale
Vegetable or fruit sale
Sponsor a talent night
Homecoming mum sale
Car wash
White elephant sale
Used car raffle
Conduct a hair-a-thon
Do oil changes and grease jobs
Hold a consumer auto clinic
Sell cookies
Sell light bulbs
Sell popcorn or candy at games
Operat vending machines
Operate pinball machines
Install juke box in cafeteria
Clean garages
Mow lawns or rake leaves
Conduct an appliance repair clinic
Sell newspapers
Sell pens and decals
Sell beauty products
Sponsor a fish fry
Sponsor a barbeque sale
Board pets
Buy stock or bonds
Print and sell T-shirts
Print and sell stationery
Collection of deposit bottles

V. Professional Activities

District Fall Rally
Local Competition
District Competition
State-level Competition
NLC-USSO Competition
Club Achievement Program Evaluation
Club Achievement Program Awards Ceremony
Job Opportunity Bases Program
National VICA Week
Officer installation
New member initiation
Membership drive
Washington Leadership Institute
National Vocational Education Week activities
Speaking to civic groups
District planning meeting
State Executive Council meetings
Assist at District, State, and National special functions

SUGGESTED MONTHLY PROGRAM PLANS

After developing a tentative list of activities proceed to add and delete in order to formulate a chapter calendar.

The following schedule is suggestive of activities suitable for each month in the school year. Some of these activities may be more important to your locality and chapter than others. New chapters may not be able to sponsor all of the activities suggested and it will be necessary to be selective at first. Plan to sponsor only those activities which can be adequately supported financially and carried out with the work force available.

July/August

During July and August the local officers should be doing the planning necessary to get the VICA year off to a good start. Your new officers have been installed and will be directing the chapter activities. Give them an opportunity to "start the ball rolling" with an enthusiasm that will carry the chapter through the year.

Whether or not the newly installed officers will get off to a good start will depend to a great extent on the advisor's assistance. With that in mind, let's start in July by making sure that the officers know as much as possible about VICA, based on practical experience. Both you and students should take time to get acquainted with each other and get to know VICA during these first two months of the new year.

Suggested Activities for July/August

July

(A) Field trip to the Virginia Department of Education to meet the people who work with VICA statewide.

(B) Have officers work on VICA calendar.

(C) Visit with each officer and his/her parents at home.

August

(A) Field trip to VICA National Headquarters to meet with staff members. Have officers enroll in National VICA training sessions (available upon request).

(B) Finalize tentative calendar of events to be presented to the entire membership during the first of September.

(C) Officers plan for chapter promotion activities at a dinner meeting.

September

VICA activities should start immediately after school begins. Planning for the entire school year is of utmost importance. If officers were elected in May, much of the planning should already be underway. If this was not done, officer elections are a top priority. Other September priorities are membership drives, forming committees and planning the first VICA social activity of the year.

Suggested Activities for September

(A) Membership organizational meeting

(B) Officers elections (some may have been elected in May)

(C) Constitution written (new chapter)

(D) Standing Committees appointed

(E) Plan chapter budget

(F) Collect dues

(G) Preparation for chapter participation in District Fall Rally

(H) Faculty advisor appointments for heading Skill Olympics competitive events

(I) Order VICA supplies

(J) Social event

(K) Chapter breakfast with guest speaker 80

(L) Arrange for transport of delegation to District Fall Rally

(M) Secure parental permission for students to attend District Fall Rally

(N) Secure administrative approval for Fall Rally attendance

Ideas for Topics for Meetings

(A) Membership forms and directions

(B) VICA Structure

(C) Shown film: VICA Going Places

(D) How to chair a committee

(E) Committee evaluation

(F) Speaking to groups

(G) Organizing ceremony teams

(H) Raising money for the chapter

(I) VICA and school-community relations

(J) Executive council functions

(K) Competitive events

October

During October, Fall Rally preparation and a windup of the membership drive are two major items of importance. New members must be involved and made to feel a part of the team. Now that the calendar and budget have been planned,a fund raising drive is a priority activity.

Suggested Activities for October

(A) Ratify constitution

(B) Equip chapter meeting room

(C) Hold officers installation and new members initiation

(D) Make certain that each member has a committee assignment

(E) Introduce all members to Vocational Initiative and Club Club Achievement Program

(F) Start practice for Opening and Closing Ceremonies and Club Business Procedure competition

(G) Submit membership roster to National VICA

(H) Plan all scrapbook events

(I) Begin Outstanding Club competition planning

(J) Plan a fund raising activity

(K) Plan for Homecoming participation

(L) Participate in Fall Rally (run a candidate for office)

(M) Hold VICA Open House

(N) State officers attend Washington Leadership Training Institute (National VICA Officer can also arrange for local officer training sessions)

(O) Meet with VICA Advisory Council to discuss calendar

(P) Welcome Party (new members)

(Q) Organize VICA sections

(R) Plan an open house

On-going Activities

(A) Membership drive continues

(B) Executive Council meeting

(C) Section officers meetings

Ideas for Topics for Meetings

(A) What is a VICA Leader?

(B) Your Attitude and VICA

(C) The goals of VICA

(D) Your self-concept

(E) Duties and responsibilities of VICA members

(F) Duties and responsibilities of VICA officers

(G) The ideal committee

(H) How the Executive Council operates

November

During November plan to carry out the fund raising program which was planned last month. The planning and implementing of this activity is a tremendous experience for development of the student member. Plan at least one social event this month. Continue organizing teams for District Skill Olympics competition. By this time, advisors should be working with teams preparing to enter district leadership competition.

Suggested Activities for November

(A) Fund raising activity to purchase VICA chapter needs, i.e., blazers, pins, badges

(B) Select state officer candidates

(C) Begin safety campaign (center around Skill Olympics Safety Committee)

(D) Start VICA newsletter

(E) Establish an occupational library

(F) Get involved in holiday season activities

(G) Sponsor a personal appearance and hygiene seminar

(H) Speak before a civic or trade association--publicize achievements

(I) Begin preparation of events for District competition

(J) Sponsor a "Get Out the Vote" campaign

(K) Conduct a school assembly program (Suggestion: Firearm Safety)

(L) Plan a Harvest Hayride

(M) Sponsor a Senior Citizen's Thanksgiving Dinner

(N) Plan a gold pennant program

(O) Prepare news release on District Fall Rally activities

On-going Activities

(A) Club achievement program

(B) Skill Olympics program work

(1) Division and state level competition committees

(2) USSO competition committees

(C) Executive Council Meeting

(D) Section officers meetings

Ideas for Topics for Meetings

(A) Progress reports on VICA

(B) Progress reports from competition committee chairpersons (selected from the following committees):

Club Business Procedure	Bulletin Board
Display	Chapter Essay
Extemporaneous Speaker	Club Scrapbook
Job Interview	Current Events
Opening and Closing Ceremony	Occupational Display
Outstanding Club	Occupational Scrapbook
Prepared Speech	Poster
Safety	Spelling

(C) Essentials of a good meeting

(D) Invite civic organization representatives to attend a VICA dinner meeting.

(E) Occupational safety speaker

(F) Support America program

December

December is a time to carry out Christmas projects and help the school with projects, decorations, and services. Inasmuch as a pause in VICA activities will occur as a result of Christmas vacation, this is a time to tie everything together before starting the new year.

Suggested Activities for December

(A) Sponsor a needy family for Christmas

(B) Decorate the school

(C) Have a VICA Christmas Party at a local Children's Home, Nursing Home, or State Hospital

(D) VICA cooperates with other vocational organizations in organizing and conducting all-school Christmas party

(E) Fund raising (Suggestion: Christmas tree sale)

(F) Holiday driving safety campaign

(G) Toy collection for needy families

(H) Combined Jaycee-VICA Christmas project

(I) Float in Christmas parade

On-going Activities

(A) Executive Council meeting

(B) Section officers meeting

(C) Skill Olympics program work

(D) Club achievement program advancement

(E) Competitive team rehearsals

Ideas for Topics for Meetings

(A) Gold Pennant Program

(B) The Job Opportunity Bases Program (see Leadership Handbook)

(C) The National Program of Work

(D) Discuss social events

(E) Continue preparation for competitive events

January

Many activities will require attention during the month of January. It is a good time to review the budget and implement any changes required. National VICA Week will be coming up next month so a committee should be appointed to make plans.

Most districts will have an advisor's meeting in January to plan

for district competition. At these meetings district chairpersons and judges are appointed for the various contests.

Double check the membership roster for payment of national and state dues. Dues must be received by the national office on or before March 1 in order for students to enter competitive events or run for office on the national level. Be sure that any student transferring into your program from other courses or schools is included on the membership roster.

January is a time to begin coaching students for state office. See State Officer Candidate Forms pages 92-95.

Suggested Activities for January

(A) Final district competition plans. Make final selection of students who will participate. Plan budget.

(B) Appoint a publicity committee for VICA week

(C) Review calendar and budget. Implement any changes required.

(D) Publicity for state officer candidates

(E) Contact news media regarding upcoming district and state contests

(F) Review membership roster to make sure all students have paid district, state and national dues

(G) Inter-club basketball game

(H) Chapel or religious program

(I) Pancake supper hosted by VICA

(J) Inter-club Council meeting

(K) Volunteer to serve as needed for district competitive events

(L) Arrange for advisory committee members to review club achievement program candidates

On-going Activities

(A) Executive Council meeting

(B) Club Achievement Program

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(C) Section officers meeting

(D) Competitive team rehearsals

(E) Work on scrapbooks

(F) Chapter fund raising project

(G) Section fund raising

Ideas for Topics at Meetings

(A) Candidates for state office give presentations

(B) Parliamentary Procedure workshop

(C) Opening and Closing Ceremony workshop

(D) Public Speaking workshop

(E) Essentials of a good meeting

(F) Safety program planning

(G) Reports from individuals on progress in Club Achievement Program

(H) Leadership training workshop

February

During February preparation continues for the district competition. Proper attention must be given to completing forms for entry in the contests.

A National VICA week publicity program planned during the previous months will be put in action this month.

Valentine Day provides a good reason for sponsoring another VICA social event.

Suggested Activities for February

(A) Sweetheart Dance

(B) Field trip to a local industry

(C) Plan recognition of a local teacher

(D) Decorate a downtown store window for VICA Week

(E) VICA spot announcements on radio and/or TV during VICA Week

(F) Present VICA on a TV panel show

(G) Request forms for officer candidates

(H) Prepare students for Virginia VICA Leadership Conference competition

(I) Verify number of entries in each section

(J) Dress up days

(K) Arrange for transport of contestants and delegate to District Leadership Competition

(L) Secure parental permission for students to attend district competition

(M) Gain administrative approval for district competition attendance

On-going Activities

(A) Preparation for district competition

(B) Preparation of state officer candidates

(C) Club Achievement Program

(D) Executive Council meeting

(E) Section officers meeting

(F) Continue with fund raising project started in January

(G) VICA newsletter

(H) Section fund raising

(I) Leadership training sessions

Ideas for Topics at Meetings

(A) Club achievement review

(B) Fund raising review

(C) Briefing on district competition

(D) Making public appearances

(E) Guest speaker from civic club

March

March is the month for district competition. Advisors will spend much of their time helping teams rehearse and putting the final touches on competitive events. You can grow with VICA if you take a leadership responsibility at the district competition. Another important activity to accomplish during March is to work with your Social Committee in organizing the April Employer-Employee or Industrial-Student Banquet.

Suggested Activities for March

(A) Attend and participate in district competition

(B) Work with Social Committee in planning Employer-Employee/Industrial-Student Banquet

(C) National VICA Scholarship Loan applications sent to state advisor

(D) Have parental permission forms completed (district competition)

(E) Begin rehearsing district winners for state competition

(F) Sponsor a safety bulletin board

(G) Sponsor a career day

(H) Sponsor a volleyball tournament

(I) Contact media with reference to district competition

(J) Visit to local court session

(K) Sophomore tour of vocational areas

(L) Fire safety campaign

(M) Mail thank you letters to those who assisted with district competition

(N) Prepare news release on District Leadership Conference activities

On-Going Activities

(A) Finalize plans for state officer candidates

(B) Final preparation for district competition

(C) Continue preparation for Virginia VICA Leadership Conference

(D) Club Achievement Program

(E) Executive Council meeting

(F) Section officers meeting

(G) VICA newsletter

(H) Continue chapter fund raising project

(I) Leadership training workshop

Ideas for Topics at Meetings

(A) Orientation for students who will be attending district competition

(B) Movies on career development

(C) Extemporaneous speaking tips

(D) Job interview tips

(E) Recognize contest winners and display trophies

(F) Hear reports on district competition

(G) Prepare report on Club Achievement Program

April

The State VICA Leadership Conference will be held this month. Continuing rehearsals of district winners and improvement and updating of scrapbooks will take a great deal of time. April is also the month for holding the Employer-Employee or Industrial-Student Banquet. April will be a busy month.

Suggested Activities for April

(A) Spring clean-up with local civic club

(B) Spring program for nursing home patients

(C) Attend and participate in Virginia VICA Leadership Conference

(D) Contact media with reference to state level competition

(E) Hold Employer-Employee or Industrial-Student Banquet

(F) Meet with Finance Committee to assess funding level for contest participation

(G) Plan a new fund drive if additional money is required to send any state winners to national competition

(H) Arrange for transport of contestants and delegates to Virginia VICA Leadership Conference

(I) Secure parental permission for students to attend Virginia VICA Leadership Conference

(J) Secure lodging reservations for Virginia VICA Leadership Conference participants

(K) Gain administrative approval for Virginia VICA Leadership Conference attendance

(L) State winners recognized by School Board

(M) Plan for local elections

(N) Plan awards for graduating seniors

(O) Prepare national officer candidate

(P) Visit to local government offices

(Q) Combined meeting with Chamber of Commerce

(R) Softball game with another vocational club

(S) Prepare news release on Virginia VICA Leadership Conference activities

<u>On-going Activities</u>

(A) Rehearsal of district winners for state level competition

(B) Club Achievement Program

(C) Executive Council meeting

(D) VICA newsletters

(E) Leadership Training Workshop

(F) Section officers meeting

(G) Update and improve scrapbooks which will be entered in state level competition

(H) Rehearsal of state level winners and delegates for National Leadership Conference/United States Skill Olympics (NLC/USSO)

Ideas for Topics at Meetings

(A) Present final plans for Employer-Employee/Industrial-Student Banquet. Make sure everyone has an assignment.

(B) Career Day reports

(C) Allow state officer candidates to give campaign speeches

(D) Review state level competition, display trophies

(E) First aid program

(F) Guest speaker from Virginia Employment Commission

May

Just as the beginning of the school year appears to be hectic and time consuming, so is the ending of the school year. May is the time to "put it all together" and review what has been accomplished.

An end-of-the-year awards assembly can include awards and/or recognition to outstanding seniors, Club Achievement Program Award recipients, the principal, and outstanding section advisors.

If your chapter will send representatives to the NLC/USSO, it will be necessary to complete the forms.

Recruitment of students for the next school year will take considerable time this month. It is a good idea to have some student elections in the spring so that officers may work on the calendar throughout the summer months. Some offices may also be filled in September in order to allow for participation of new members.

Suggested Activities for May

(A) Rehearse state level winners for the national competition

(B) Hold local elections

(C) VICA Awards Ceremony

(D) Recruitment programs

(E) Take photos of students for permanent record

(F) Register for NLC/USSO

(G) Audit Treasurer's books

(H) Student-faculty picnic

(I) Plant a tree for each graduating senior

On-Going Activities

(A) Executive Council meeting

(B) Section officer's meeting

(C) Club Achievement Program (finalize report)

(D) VICA Newsletter

Ideas for Topics at Meetings

(A) Preparation for awards program

(B) Year-end committee reports

(C) Summary of year's activities

(D) Discuss suggestions for next year's Program of Work

(E) Invite a former VICA member to be a guest speaker

(F) Highway safety assembly program

(G) Recognition awards for guidance counselors

June

The big event for June is the VICA National Leadership Conference/ United States Skill Olympics. All year-end reports should be submitted at the final chapter meeting. Plans should be made for July and August meetings of new officers.

Suggested Activities for June

(A) Delegates, state winners, candidates, and observers attend NLC/USSO

(B) All year-end reports placed in the hands of all-school advisor for proper filing

(C) Executive Council meeting (new officers)

VICA ACTIVITIES PLANNING CALENDAR

JULY/AUGUST	NOVEMBER
SEPTEMBER	DECEMBER
OCTOBER	JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

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V I C A

P R O G R A M

S U R V E Y

Note:
Interesting, worthwhile programs at VICA meetings provide our best means for communication, enlightenment, and entertainment. Good programs help promote chapter goals and boost attendance. Members have a chance to contribute their thinking to enrich the programs. Section advisors may use this form to gain member input.

1. List names of persons (chapter members and non-chapter members) whom you would like to present a VICA program. Give examples of subjects which you would like to see included.

2. List guest speakers or special programs which you have observed in other chapters or settings which you think would be appropriate for VICA.

3. List specific subjects which you would like to have presented at future VICA meetings.

4. Would you like to present a program to the VICA members? If so, what subject would you like to cover? Hobby, business, fund raiser, etc.

5. What types of programs should the chapter avoid when planning meetings?

6. Other comments on meetings.

CHECKLIST FOR STATE OFFICER CANDIDATES

Elections of state officers are conducted annually as part of the Virginia VICA Leadership Conference. Below is a checklist which will help to prepare students who seek a state office.

_____ Preparation of candidate

- _____ Knowledge of items listed on page 90. (A written examination is given on the Friday afternoon of Virginia VICA Leadership Conference).
- _____ Ability to handle self in an interview. (Outgoing state officers interview candidates on the Friday afternoon of State VICA Leadership Conference).

_____ Preparation of Speech

- _____ A five-minute campaign speech must be given to all delegates on the Friday night of the Virginia VICA Leadership Conference.

_____ Submission of Candidacy Forms (To be filed at same time as conference registration forms).

- _____ Permission Form (See pp. 92-93).
- _____ Personal Data Form (See pp. 94-95).

_____ Preparation of Campaign Literature (may not be distributed until final ballot is announced on Friday night of Virginia VICA Leadership Conference).

- _____ Button
- _____ Posters
- _____ Banners
- _____ Favors
- _____ Handouts

_____ Preparation of Chapter's Delegates

_____ Briefing of Chapter's delegates on "How To Campaign" to help candidate get elected.

_____ Promoting candidate to other delegates

MEMORANDUM TO STATE OFFICER CANDIDATES

(This is a sample of the information which state officer candidates will be required to master.)

RE: WRITTEN EXAMINATION

All officer candidates should be informed that before qualifying as an officer candidate for the State Association, you must pass a written examination. This examination will be administered during the afternoon at ____p.m. on April____during the registration time at the _____. All candidates are asked to please be present and on time no later than ____p.m. The minimum passing score on this examination is 70 percent.

Most importantly, please be informed that officer candidates will need to know the following in order to pass the examination successfully:

1. The Motto and its meaning
2. The six points of the creed
3. Colors of the organization and their meaning
4. Basic working knowledge of parliamentary procedure
5. Know eight purposes of the organization
6. Know the pledge
7. Know your part in the opening and closing ceremonies
8. Know four points of the National Program of work
9. Know your State Officers and duties
    a. President
    b. Vice-President
    c. Secretary
    d. Treasurer

e. Parliamentarian

f. Reporter

10. Know the duties of the office for which you are running.

NOTE: All of the above may be obtained and found in your Leadership Handbook.

CANDIDATE QUALIFICATIONS FORM
(SAMPLE)

Virginia Association
Vocational Industrial Clubs of America

Virginia Department of Education
Trade & Industrial Education Service
Richmond, Virginia 23216

Form to be used by Candidate for Office
(Use this form for State Conference)

This application must be returned to Virginia Association of VICA Director at the above address or prior to the Friday night meeting of the nominating committee at the state convention.

Officer to be Elected

State President _____ State Treasurer _____
State Vice President _____ State Reporter _____
State Secretary _____ State Parliamentarian _____

Minimum Qualifications (Attach Supporting Data)

_____ Has active membership status. District, State, National Verification. (State Office will verify)

_____ Has at least one full year remaining in a secondary preparatory vocational Trade and Industrial, Technical or Health Occupations Program.
Verification: _____
Signed VICA Chapter Advisor

Attach letters from candidate's school administrator or school chapter advisor endorsing the student with reference to character, leadership abilities, and scholastic accomplishments. Only one officer candidate per school chapter may apply and no present state officer may run for office other than national office.

_____ Has an occupational objective in trade, industrial, technical or health field and must be a matter of record.

_____ Will be available to represent the State VICA organization through personal appearance during his or her tenure of office.
Verification: _____
Signed administrator or advisor

_____ Was a participant in one of the following district activities:
_____ Leadership Contest
_____ District Officer Candidate

____Voting Delegate
____Skill Contestant
Verification:_____
Name of Activity (Attach supporting data)

_____
Signature of VICA chapter advisor

____Must demonstrate knowledge implied in Step 1 requirements of the leadership degree of the vocational initiative and club achievement program whether or not an organized program is in operation in the applicant's school through a written exam at the state conference. These requirements will be increased in subsequent years.* Verification at State Leadership Conference.

*The candidate must demonstrate knowledge implied in Steps 1 and 2 requirements in both degrees of the vocational initiative and club achievement program.

____I agree to abide by the prescribed nomination and election policy and campaign restrictions.
Verification:_____
Signature of Candidate

____Has completed personal date form 11a/76

____If elected by the State Leadership Conference delegates, I will do my best to attend all meetings and faithfully perform the duties of the office.

_____
Signature of Student

____I submit the name and qualifications of the student listed on this application as a person worthy of being considered as an officer of the Virginia Association of the Vocational Industrial Clubs of America.

_____
Signature of Advisor

(SAMPLE)

STATE OFFICER PERSONAL DATA FORM

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

A. Full Name _____ Age ____ Date of Birth _____
Last First Middle Initial Mo. Day Year

B. Parents (or closest living relative)

Name _____

Address _____ Phone _____
Area Code Number

_____

Do you live with your parents (guardian)? ____
During what months of the year? _____

- - - -

E. Record of Employment

Date

_____ to Present

Name _____ _____

Address _____ _____

_____ _____

_____ to _____

Phone _____ _____

Name _____ _____

Address _____ _____

_____ _____

Phone _____ _____

F. VICA Honors (List offices held, speaking engagements, awards received, etc.)

G. Other Honors (School, community, state and national)

H. What are your favorite hobbies, interests, and activities?

I. Name of local newspaper and Radio-TV stations

Name	Address
_____	_____
_____	_____

_____ _____

Date Signature of State Officer Candidate

IV. VICA PROGRAMS

National Program of Work

VICA Leadership Conference and Skill Olympics Program

Vocational Initiative and Club Achievement Program

Washington Leadership Training Institute

Gold Pennant Program

THE NATIONAL PROGRAM OF WORK

The calendar planned by your Executive Council should reflect the spirit of the VICA National Program of Work.

Students attending the First National Conference for Trade & Industrial Youth at Nashville, Tennessee in 1965 took upon themselves the task of developing a National Program of Work to give all members common objectives. The proposal prepared by the committee was presented to the Delegate Assembly and approved unanimously.

The National Program of Work established the following major goals for Vocational Industrial Clubs of America.*

PERSONAL GROWTH: To assist each VICA member to start a personal program of self-improvement by encouraging scholarship, citizenship, and participation in VICA activities that will serve personal growth such as leadership conferences, home, school and community improvement activities.

COMMUNITY UNDERSTANDING: To promote and improve relations and understanding among all segments of our society; such as among students, students and teachers, employees and employers, management and labor, school and community and other nations.

SAFETY: To reduce the rate of accidents among youth by promoting safety in the shops, classrooms, on the job, and on the highways.

TEACHER RECRUITMENT: To make known the critical need for teachers and to encourage capable students to go into the field of industrial education.

VOCATIONAL YOUTH COOPERATION: To promote greater cooperation of the youth involved in all areas of vocational education.

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*National Program of Work Guidebook, Vocational Industrial Clubs of America, Leesburg, Virginia pp. 2-9.

GOOD PUBLIC RELATIONS: To give the general public an awareness of the good work that students engaged in industrial education are doing not only to better themselves, but also their community, state, nation, and world.

PROFESSIONAL ADVANCEMENT: To prepare students for obtaining jobs by introducing them to job interview procedures and acquainting them with available job opportunities. Follow-up surveys of industrial-technical graduates may be conducted for the benefit of students preparing for jobs.

All VICA programs are in some way related to the six major goals of the National Program of Work. It is important for the advisor and members to organize and plan the annual program with these goals in mind. Some examples of activities which fit in with the six categories of the National Program of Work follow:

Personal Growth

1. Organize a Skill Olympics Club Business Procedure Team
2. Public speaking seminars led by a local toastmaster/toastmistress club representative
3. Encouragement of participation in Vocational Initiative and Club Achievement Program
4. Encourage all members to participate in "Dress-up Days"

Community Understanding

1. Speaker from a local civic organization, i.e., Chamber of Commerce to explain an important community problem or project
2. Invite local businesspersons, labor leaders, academic teachers, employers, and prospective vocational students to participate in VICA sponsored activities. Some suggestions are:

   Banquet. Plan an Employer-Employee or Industrial-Student Banquet as a technique to promote mutual understanding between school and community.

   Open House. Have the VICA chapter sponsor an open house which will permit businesspersons, employers, and others to view working in the laboratory. VICA hosts in official VICA dress can escort guests from one location to another. Plan a VICA display at the front entrance.

Career Day. Plan one day in the fall of the year as a Career Day. Invite community representatives to discuss job opportunities and training programs with students.

Display. During National VICA week prepare VICA window displays in downtown stores and businesses.

Speaker's Bureau. Organize a group of students to give community presentations about VICA and their occupational training programs. This program can be tied in with the state and national Skill Olympics extemporaneous and prepared speech competition.

Safety

1. Invite State Police personnel to give a traffic safety program
2. Form inspection teams to survey and make safety reports on all school shops
3. Invite local Fire Chief to present a fire safety program
4. Sponsor a safety poster contest
5. Organize a safety committee to participate in local, state, and national Skill Olympics Safety Competition

Teacher Recruitment

1. Start a teacher aide program whereby interested VICA students may gain experience in helping the laboratory or cooperative education teacher
2. Plan a Trade and Industrial Education teacher presentation for Career Day
3. Work with the guidance counselor in promoting teaching careers in industrial and technical education

Vocational Student Cooperation

1. Plan social events which include participation from all vocational organizations in the school
2. Invite student representatives from other vocational student organizations to be special guests at VICA programs and events
3. Organize chapter projects which can involve joint student group cooperation. A Clean-up Campaign or Get-Out-The Vote campaign are suggested as possible cooperative programs

Good Public Relations

1. Organize a VICA Public Relations Committee early in the school year.

2. Plan the VICA calendar to include several community projects throughout the year. Ideas might include visits to a nursing home, developing a community park, or painting trash receptacles. Have the chapter secretary write articles on all community projects for the local newspaper.

3. Utilize radio and TV to publicize VICA. Plan interviews, shows, panels, and spot announcements.

Professional Advancement

1. Invite former students to talk to your VICA group about their job experiences.

2. Organize follow-up surveys in order to provide up-to-date information on job opportunities and advancement.

3. Encourage students to develop pride in their vocation through participation in the Vocational Initiative and Club Achievement Program.

VICA LEADERSHIP CONFERENCE AND SKILL OLYMPICS PROGRAM

Vocational Industrial Clubs of America sponsor a competitive leadership development program at the district, state,and national levels. Additionally, the Council for International Skill Olympics sponsors a world-wide Occupational Skill competition among member nations, accepting national winners in selected categories.

District competition is held in each of the nine VICA districts. (See p.110) Contests are held each year during February or March. Different school locations are chosen for the contest each year. A district chairperson representing the host school provides leadership to the event.

Inasmuch as it would be difficult for all students to compete in district events, the local schools must decide on a selective process which will allow the best students to be represented in the contest. In order to include as many students as possible, district contests may include categories which are not included in the state or national contests. The local school and district competition is very important from a motivational standpoint because it provides an opportunity for the majority of students to develop leadership skills.

First place winners in the district competition are allowed to enter state-level competition. This event, The Virginia VICA Leadership Conference, is held in April of each year. The event is sponsored by the Virginia Trade and Industrial Education Service at different locations annually. Virginia VICA operates contests in all categories sponsored by National VICA and in twelve state-level categories. Local chapters

interested in initiating new competitive events should contact the State VICA Director. Please note the following page for listings of state-level and state-national level contest categories.

CONTESTS HELD AT DISTRICT AND STATE LEVELS

Virginia Leadership Development Contests	Virginia Trade & Industrial Education Contests
Bulletin Board	Building Trades
Club Essay	Mine Machine Repair
Club Scrapbook	Commercial Sewing
Current Events	
Occupational Scrapbook	
Poster	
Spelling	
Student of the Year	
Talent	

CONTESTS HELD ON DISTRICT, STATE AND NATIONAL LEVELS

Leadership Development

Club Business Procedure	Opening and Closing Ceremonies
Display	Outstanding Club
Extemporaneous Speaking	Prepared Speech
Job Interview	Safety

Health Occupations

Dental Assistant	Medical Laboratory
Dental Technician	Nurse Assistant and Orderly
Medical Assistant	Practical Nurse

Trade and Industrial Occupation Contests

Air Conditioning and Refrigeration	Cosmetology
Air Cooled Gasoline Engine Repair	Electrical Trades
Appliance Repair	Graphic Communications
Architectural Drafting	Heavy Duty Equipment Mechanic
Auto Body	Industrial Electronics
Auto Mechanics	Machine Drafting
Bricklaying	Machine Shop
Cabinet Making and Millwork	Plumbing and Pipefitting
Carpentry	Radio and TV Repair
Commercial Art	Sheet Metal
Commercial Food Trades	Welding

State Leadership Award Program

Additionally, Virginia sponsors a State Leadership Award program designed to recognize leadership development skills gained through study and practice of VICA ideals as exemplified in school and community. In order to receive the award, the student must meet the following qualifications:

A. Be a National VICA member

B. Attend the State Leadership Conference

C. Master 80 percent or better on all requirements for the State Leadership Examination

D. Be selected to participate by local chapter advisor

Four students from each school may take the examination. If a school operates morning and afternoon divisions, four students from each division may enter. These persons may not be involved as delegates, leadership

seminar participants, or contestants.

An examination is conducted annually at the Virginia VICA Leadership Conference. Candidates are tested on their knowledge of the following:

A. Motto

B. Colors and their meaning

C. Give the six points of the creed

D. Official emblem and give its meaning

E. Purposes of VICA

F. VICA pledge

G. Duties of the following officers:

President	Secretary	Parliamentarian
Vice-President	Treasurer	Reporter

H. Your part in the opening ceremony if you are a chapter officer

Be prepared on one officer's part if not a chapter officer

I. Organizational structure of the state and local associations

J. Names and offices of all State Officers and the name of the State Director

K. Minimum skills in parliamentary procedure

L. Name of the State Association corporate member of VICA, Inc.

M. Major points of the National Program of Work

N. Basic understanding of the Vocational Initiative and Club Achievement Program

O. Official dress of the VICA organization

P. Normal order of agenda for a business meeting

Q. Congressional district in which you reside and your United States Representative and Senators

The National Leadership Conference/United States Skill Olympics has been held annually since 1968. First place winners in designated state-

level competition are eligible for national participation. In the event that a first place winner is not able to participate, the alternate must be the next highest placing contestant in the state-level contest. Separate competition is conducted for secondary and post-secondary contestants. National Leadership Conference/United States Skill Olympics competitive areas are listed under "Contests held at State and National Levels."

Each State VICA Association may send delegates to the National Leadership Conference/United States Skill Olympics to (1) discuss policies of the organization; (2) vote on changes to the constitution; and, (3) make suggestions for the upcoming program of work. The National VICA constitution specifies that each state association will have a representation of two delegates and an additional delegate for each 1,000 VICA members or fraction thereof.

Virginia, with over 15,000 VICA members, is authorized to send seventeen delegates to the national conference. The delegation is composed of the six newly-elected state officers, the Virginia VICA boy and girl students of the year, and one representative from each of the nine VICA districts. It is recommended that the district president-elect be designated as the district representative. The district president-elect can gain from the experience of attending a national convention. Additionally, district presidents will be working with state officers throughout the coming school year and the national convention provides an opportunity for establishing a good working relationship with other delegates.

In the delegate sessions, students learn of developments at the national level which affect them and their states; they hear speakers from government, education, labor, and management, and they listen to campaign

speeches from VICA members running for National Office. These student candidates have been campaigning during the entire conference for one of the following offices: President, Vice-President, Secretary, Treasurer, Parliamentarian, or Regional Vice-President.

The National VICA Officers organize and preside over all delegate sessions using strict parliamentary procedure. The use of parliamentary procedure is part of leadership training within the VICA Club. All persons attending the VICA Conference are allowed to observe these sessions, but only voting delegates are actually allowed "on the floor" and no one may speak to the delegates or influence their decisions during the sessions.

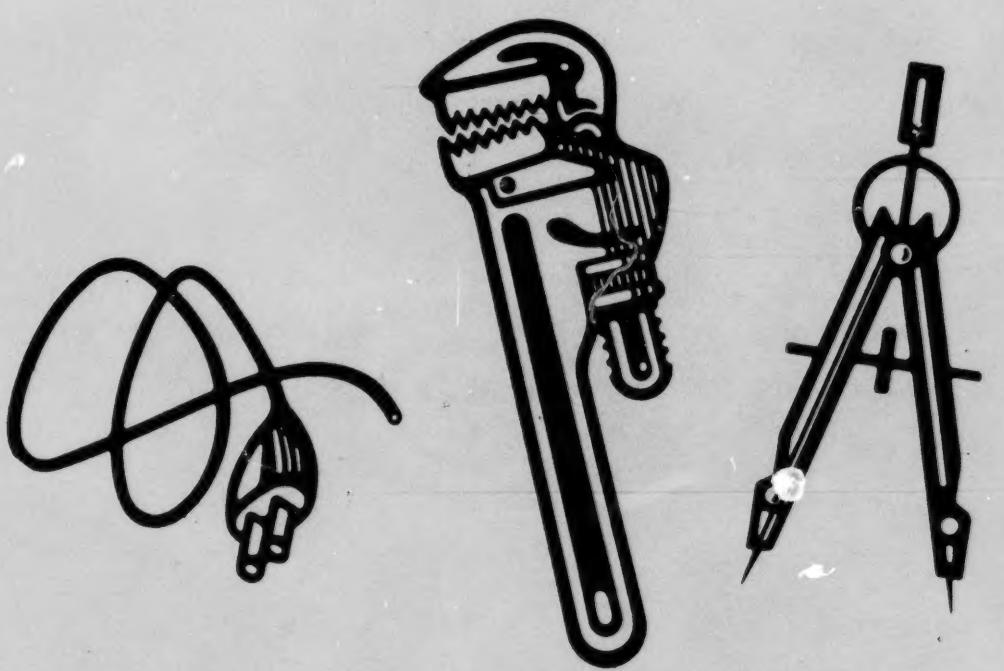
Attending the Conference, along with the students, are teachers, advisors, counselors, teacher educators, association representatives, labor and management leaders, and representatives from other student organizations. Each year the Conference is held in a different location. Members, advisors, school administrators,and local citizens--representing government, private business,and industry in that community--often play an active part in the conference. They may assist in the NLC/USSO, attend functions, or simply observe this National event.

USSO winners in certain designated areas may enter the International Skill Competition conducted by the Council for International Skill Olympics. The event is held in a different member nation annually. The areas of competition are:*

Watch making	Radio and TV repairing
Engineering drawing	House wiring
Plumbing	Jewelry making
Industrial electronics	Tailoring (male attire)
Wood pattern making	Tailoring (female attire)

Panel beating	Ladies hairdressing
Sheet metal work	Men's hairdressing
Bricklaying	Upholstery
Stone cutting	Fitting (machine trades)
Wall painting	Press toolmaking
Plasterwork	Instrument making
Cabinet making	Turning (machine trades)
Joinery	Milling (machine trades)
Constructional steel work	Gas welding
Electric welding	Carpentry

*Other areas of competition may be added as deemed appropriate by the Council for International Skill Olympics.



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TIPS FOR GETTING STARTED WITH VICA COMPETITIVE EVENTS

1. Request a copy of Virginia VICA State Level Contests from Director, Virginia VICA, Trade and Industrial Education Services, Virginia Department of Education Box 6Q, Richmond, Virginia 23216.

2. Purchase a copy of VICA United States Skill Olympics from the National VICA Office.

3. After studying all contest regulations check with your principal to gain necessary information concerning your local district contest.

4. Discuss with your vocational director (or school VICA advisor) the division of responsibilities for coordinating contest participants for your school. Decide first which contests will be entered, then allow section advisors to choose which competitive events they will chair.

5. Chairpersons of competitive events will then organize all-school teams in the various leadership and occupational skill development areas. A large school might enter a team for competition in each occupational area taught at the school. Additionally, section advisors may agree to rehearse teams for several of the leadership development contests.

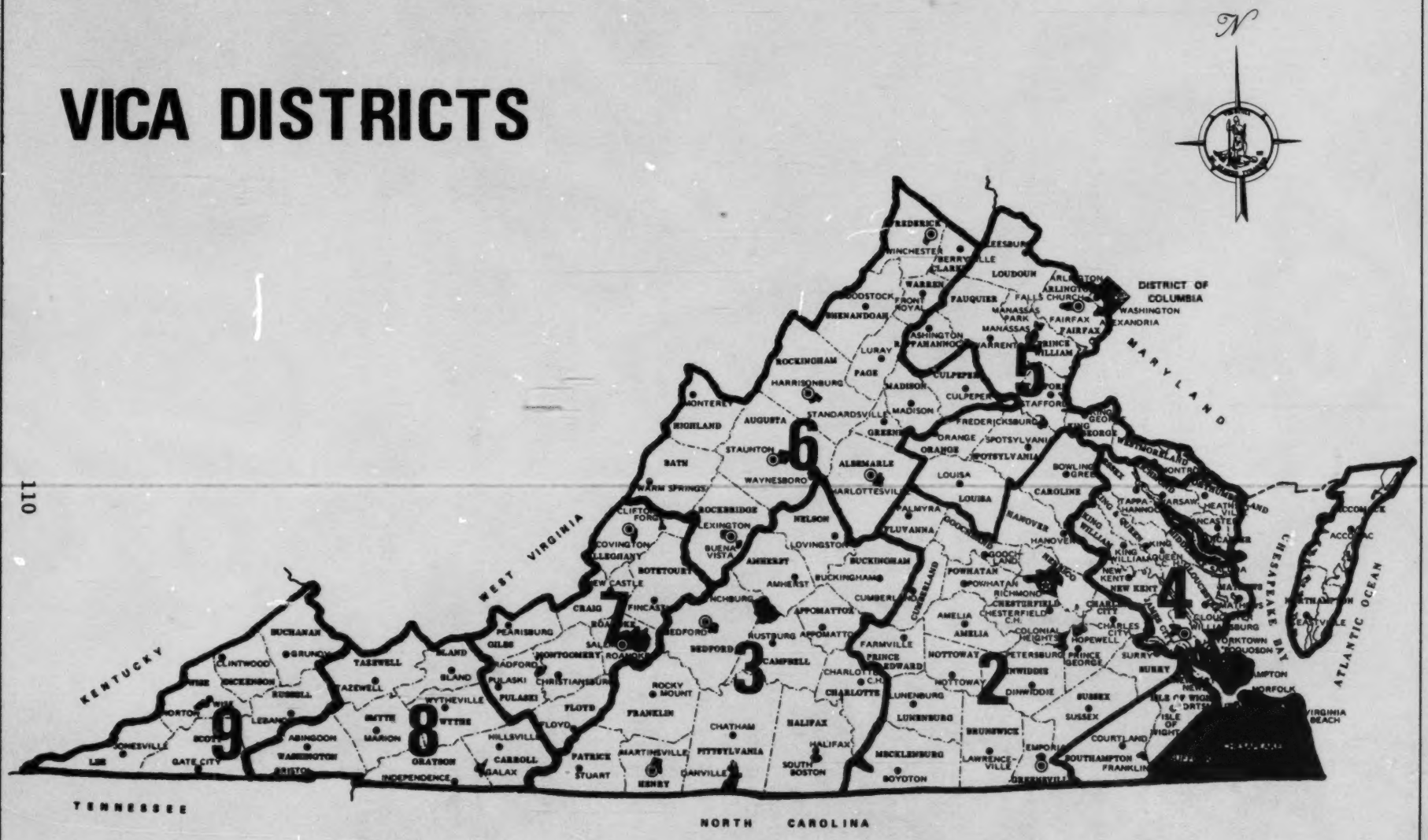
6. Work with student teams and/or committees to prepare for district contest entry.

7. Club Business Procedure and Opening and Closing Ceremonies competition will require the coordinated efforts of students who can work together as a team. Constant practice is the key to success.

8. Bulletin Board, Occupational Display, Club Scrapbook, Occupational Scrapbook, Display, Outstanding Club and Safety competition will require forming student committees to work on the projects throughout the entire school year.

9. Begin work on all competitive activities as soon as possible. If you wait to get started, valuable time will be lost.

VICA DISTRICTS



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VOCATIONAL INITIATIVE AND CLUB ACHIEVEMENT PROGRAM

The Vocational Initiative and Club Achievement Program is designed as a means to gain recognition for skilled occupational performance and leadership development. Students earn degrees based upon (1) advancement in the vocational training program and (2) developing attributes of good citizenship and character.

There are two areas of achievement--the Leadership route and the Technical Skill route. Following the Leadership route, students advance through the Citizen, Committeeman, Leader, Patriot,and VICA Leader degrees. Following the Technical Skill route, the student is led through the Trainee, Operator, Specialist, Expert and VICA Industrial Degree.

Upon completion of both of the aforementioned routes, students may work towards completion of the American VICA degree. The highest degree in the VICAP, the International Industrial Degree may be achieved only after having earned the American VICA degree and having entered employment full time. For complete information on the program requirements, please refer to the VICA Leadership Handbook and Achievement Program Guide.

Success or failure of the Achievement Program is dependent largely on teacher interest and involvement. It will be necessary for the advisor to plan a progressive program for both the leadership and skill routes. Program requirements, activities and resources are outlined in the VICA Achievement Program Guide. Suggested activities of course, will vary, depending on the occupational area and resource materials available.

Note the basic steps in organizing and carrying out a good VICA Achievement Program.*

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*Achievement Program Guide, Vocational Industrial Clubs of America Leesburg, Virginia 22046.

1. Form a VICA chapter or section
2. Be thoroughly familiar with the Club Achievement Program
3. Form a Vocational Industrial Club Advisory Council (VICAC)
4. Order Achievement Program materials
5. Hold exploratory meeting with VICAC to gain their support
6. Gain support of VICA members
7. Determine, with VICAC, specific Achievement Program activities for each requirement
8. Assist students in completing activities
9. Assist VICAC in the evaluation process
10. Present awards

The Club Achievement program will appeal to some students more than to others, just as jobs have different appeal to different students. It will be necessary to identify students who are motivated and willing to work for recognition.

Encouraging the first student to move through the program may be your most difficult task, but after you have achieved the goal, it becomes much easier to motivate others to participate in the achievement program.

Suggested activities that can be used to encourage participation in the program include the following:

A. Article and photo in school newspaper, naming students who complete the citizens or committeeman rank. Include a little information about the program.

B. Photo in local paper of principal presenting awards to students completing the Leader Degree

C. Photo in local paper of the Superintendent of Schools presenting the Industrial Degree to a student

D. Photo in local paper of student receiving American VICA Degree from a National VICA staff member

E. Photo in local paper of student receiving award from his or her United States Senator. (The trip to Washington could be paid for by the club as a reward for the achievement.)

The above list is intended to provide ideas for student incentive and is not intended to be all-inclusive. Plan to implement new approaches as the occasion arises, giving students other goals as they move through the program. If your chapter has the money, you might consider the use of pins, emblems, jackets, sweaters or blazers as incentives.

Washington Leadership Training Institute.

The Washington Leadership Training Institute serves the purpose of providing leadership training to selected State Association VICA officers and State VICA Directors. Participation is determined by the various state associations. This institute is held annually in October.

The Training Institute involves training sessions in basic leadership skills, management techniques, and planning skills. Corporation executives, political figures, as well as members of National and State VICA staffs are resource persons for the various sessions.

Topics vary from year to year. Typical sessions for officers might include leadership dynamics principles, parliamentary procedure, public speaking, public relations, understanding vocational education, and basics of VICA programs. Other activities include tours of the Nation's Capitol and visits to Congress and historical institutions. Students attending this Conference are eligible to receive the VICA Statesman Award upon successful completion of an oral examination on leadership skills.

State VICA Directors sessions might include such topics as National and State VICA administration, labor-management involvement, publicity for VICA, incorporating VICA in the curriculum and effective use of publications.

Virginia Leadership Training Institute.

The Virginia Leadership Training Institute is conducted annually at the various T and I Teacher Education Institutions in the Commonwealth. The purpose of this institute is two-fold; (1) to prepare students for the responsibility of state office; and, (2) to conduct an executive council

meeting. Topics included in the training sessions are parliamentary procedure, techniques for public speaking, interacting with others at public functions, demonstrating proper etiquette,and participating in VICA ceremonies. The purpose of the Executive Council meeting is to formulate and discuss plans for the up-coming VICA year.

GOLD PENNANT PROGRAM

The Gold Pennant Award is presented to VICA Chapters who initiate and help organize new chapters or sections.

The newly-organized chapter must be a high school or post-secondary division chapter. Alumni or collegiate association chapters cannot be counted when applying for the award. Chapters or sections may be organized in your own school or in another school. Stipulations are as follows:

1. Application must be made on a Gold Pennant Club Application Form (VICA Form 30) obtained from National VICA.

2. Membership rosters (VICA Form 10) must be filed separately for each section. There must be a minimum of ten members in a section.

3. The application requires that you explain briefly your role in organizing the new chapter or section. Your chapter must do more than assist in the chartering ceremony and installing new officers. You must also assist in getting students and teachers interested and in helping them to organize a chapter.

4. The Gold Pennant Award counts as twenty points that can be applied toward The Outstanding Club Contest.

For complete details on the VICA Gold Pennant programs, see Let's Grow, a National VICA publication.

V. FINANCE

Planning Fund Raising Activities

Fund Raising Ideas

Tips on Planning and Conducting a Fund-Raising Campaign

Example of a VICA Budget

Record of Membership and Dues Paid

Chapter Cash Receipts and Reimbursements

Chapter Accounts

PLANNING FUND RAISING ACTIVITIES

To have a successful year, fund raising activities must be planned early. Your chapter will probably be involved in school and community-related activities which will require funding. Some chapters donate to charities, need families, or community projects. Another expenditure of a chapter may be the financing of field trips or district, regional, state or national VICA contest participation. Social events such as the September get-acquainted meeting, Fall Rally, Employer/Employee or Industrial-Student Banquet, and Spring Rally also require funding.

The level at which your chapter operates depends largely on sources of funding. Typically, you will need to depend on three sources: (1) dues; (2) donations; and, (3) money raised by students. Money for dues may be derived from school concessions (or other profit-making ventures) or paid directly by students. Donations are solicited from business, industry, advisory council and other community organizations.. Money raised by students usually makes up the largest funding category. Students may raise funds by selling, providing services to community members, and sponsoring events.

A good educational experience is provided for members through raising funds and overseeing the expenditures. Students learn about planning and record keeping, selling, and dealing with people.

Begin by planning a budget which is coordinated with the VICA Activities Calendar. Simply indicate (1) funds on hand, (2) funds needed for activities, and (3) proposed activities for fund raising. See page 126 of this publication.

Activities proposed by the Fund Raising Committee are subject to the approval of the membership. A Fund Raising Committee should be organized to oversee the entire activity. This committee should be responsible for:

1. Suggesting activities to sponsor
2. Getting permission from the school administration to conduct the activity
3. Scheduling of fund raising events
4. Ordering items to be sold
5. Taking inventory of products when they arrive
6. Assigning duties to chapter members
7. Keeping records of monies received
8. Paying the invoices incurred
9. Return unsold items if necessary

It will be necessary to organize a VICA bookkeeping system. You might consider the following: (1) a system for recording local, state, and national dues payments (See p. 127); and, (2) a Chapter Cash Receipts and Disbursements Record (See p. 128). Each VICA section treasurer should keep a section financial record to be shared with the all-school chapter VICA treasurer. In order to keep a record of auditing, it is helpful to develop a Chapter Accounts Auditing Report (See p. 129).

It is a good idea to begin the year by establishing a tentative list of fund raising ideas. Be sure to secure the approval of your local school administration before engaging in any fund raising activity. Please note the list of fund raising ideas on pp. 120-121.

FUND-RAISING IDEAS

1. Handling concessions at ball games
2. Operating school canteen
3. Selling magazines, school supplies
4. Selling school pins
5. Sponsoring entertainment programs, talent shows
6. School dances
7. Securing advertisements and subscriptions for the school yearbook and/or newspaper
8. Sponsoring Valentine Party
9. Wrapping packages at Christmas time in shopping mall
10. Selling Christmas cards, etc.
11. Decorating and selling Easter eggs
12. Selling souvenir school plates
13. Putting on a dog show
14. Faculty-student basketball game
15. Quiz show
16. Taking orders for and delivering barbecue dinners
17. Sponsoring popularity contest
18. Selling T-shirts and/or sweatshirts with name of school
19. Selling school and personal stationery
20. Selling student directories
21. Sponsoring movie show
22. Work projects
23. Carnival booths
24. Pie suppers and box suppers

25. Yearbook covers

26. Queen or King contests

27. Style shows and merchandise shows

28. Selling football banners and badges

29. Candy and bake sales

30. Hair-a-thons or mani-cur-a-thons

31. Rummage, "white elephant," or flea market sales

32. Car washes

33. Odd jobs (work day)

34. Faculty-student sports competition

35. "Sacrifice" days (students give up lunch or snack money for a worthy cause)

36. Selling Christmas greenery, trees, or spring plants

37. Surplus paper drive

38. Auction sale

39. Copper salvage

40. Masonry Projects: mailbox posts, barbeque pits, sidewalk sections

41. Building trades (cabinet making): picnic tables, picture frames, book cases

42. Car smash

43. VICA contributions for laboratory services

TIPS ON PLANNING AND CONDUCTING A FUND-RAISING PROGRAM

1. It is not wise to raise the dues too high in order to finance activities. This can discourage membership.

2. Check with your principal with respect to school regulations for fund raising.

   A. Fund raising may be limited to certain designated times throughout the year.

   B. Some schools prohibit all "selling types" of fund raising.

   C. Local businesses may object to selling campaigns which interfere with their operation.

3. National VICA has several "approved" fund raising projects.

   A. National VICA checks into the reputability of the company.

   B. Companies agree to standards established by National VICA.

   C. State and National VICA receive royalties on VICA approved fund-raising items.

4. Think through each fund-raising project completely:

   A. Decide how much money can be raised.

   B. Decide how many workers will be required.

   C. Is the project too big? Several small projects might be easier to carry out.

5. Look for projects which the community likes and will support.

6. Repeat successful projects, but always put a new "wrinkle" in them.

7. Determine if your chapter has the work force needed to do the job well.

8. Always have accurate cost and profit estimates for each project.

9. Use a community calendar to determine or decide upon dates in advance. Try to avoid conflicts with other agencies.

10. Instructional activities within the sections offer fund-raising potential, i.e., auto servicing, hair-a-thon, etc.

11. Clear suggested projects with all members.

12. Appoint a Fund-Raising Committee Chairperson who has lots of drive, enthusiasm, and diplomacy.

13. Many sales project companies will provide selling aids. Ask for samples, brochures, and selling tips.

14. Appoint a chairperson to promote each fund-raising project.

15. Coordinate all fund-raising campaigns with the Public Relations Committee.

    A. Make a list of possible newspaper stories, radio spot announcements, etc., to investigate.

    B. Make posters, memos to distribute.

    C. Take photos for use in newspaper publicity.

    D. Send copies of news releases to local business and industry. Ask to put on factory bulletin boards and in stores.

16. Don't ask the public to contribute to a cause that benefits only VICA members.

    A. If donations are needed to send members to the National Leadership Conference, ask your Advisory Committee to lend support.

17. Appoint a clean-up committee where appropriate.

18. Send prompt thank-you notes to helpers and donors.

19. Develop a checklist of items to take care of prior, during, and after this drive. (See Sample Check List p. 48).

20. Many fund-raising items can be purchased on a consignment basis, thereby reducing initial cost.

GUIDELINES FOR DEVELOPING A CHECK LIST

Site: indoors or outdoors; book for date of event, either free or rented.

Check: stage, decorations, checkroom, restrooms, dressing rooms, parking

Facilities: regular and special lighting, sound equipment, signs, telephone

Regulations: fire, safety, police, health, license, legal tax, insurance, contracts

Equipment: chairs, tables props, score cards, tally cards, programs, maps

Merchandise: price tickets, pricing, packaging supplies, salesbooks, pencils

Tickets: copy for printer, numbered stubs needed, distribution for selling, reports, cash turned in, sales at event

Money: cash boxes, necessary change, ticket table or booth, chairs, ticket sellers

Time: conflicts with other organizations or school activities

People: ushers, hosts and hostesses, models, artists, waiters and waitresses, errand runners, extra helpers, drivers

Food Service: food, serving supplies, decorations, china, silver, glass-ware, paper

Awards: prizes, trophies, place for prominent display; time and person to award them

Extra Attractions: tie-in attractions, details of their placement and operation

Publicity: press passes, arrangement for interviews, pictures, promotion materials, advertising

Leftovers: Who will handle, how to sell to members, others; or donate to charity. Return consigned goods to owners

Clean Up: List things clean-up committee has to do; where to take lost and found items; return borrowed items

Finance: When and where to turn all money in, how to account for ticket sales. Pay all bills, complete records, turn profit over to "cause" with suitable publicity

Thanks: List persons to receive special thank-you notes; thank others in publicity and chapter reports

Records: Which reports needed, from whom, and due date

EXAMPLE OF A VICA BUDGET

Funds on hand	$ 62.68

Funds Needed for Activit es

National Dues for 60 Members	$120.00
State Dues for 60 Members	60.00
District Dues for 60 Members	60.00
VICA refreshments Clean-Up Project	20.00
VICA Materials for Exhibit	30.00
Pictures of VICA Members for projects (club report, scrapbook, bulletin board)	100.00
VICA Adoption Needy Children for Christmas	50.00
VICA Student-Faculty Social	20.00
VICA Social for Members and Dates	80.00
VICA Student-Parent Night	30.00
VICA (National VICA Week)	30.00
VICA District Conference (Luncheon)	60.00
VICA State Conference (District Contest Winners Only)	100.00
VICA Picnic (All Members and Dates)	70.00
VICA National Conference (State Winners Only)	100.00
	$930.00

Proposed Activities for Fund Raising

Chapter Dues from 60 Members	$330.00
Car Wash	50.00
VICA Beauty Day (Operate Local Shop)	50.00
Raffle Off TV	150.00
Selling Christmas Greens	100.00
Dance After Basketball Game	100.00
Sidewalk Sale in front of School	150.00
T O T A L	$930.00

Record of Membership Dues Paid (Sample)

Period: (From) (To)

Date	Name of Member	Local Dues	District Dues	State Dues	National Dues	Total Dues	Transferred to Club Income
Sept 15	Mary Jones	$3 00	$1 00	$1 00	$2 00	$7 00	
	John Smith	3 00	1 00	1 00	2 00	7 00	
	Sandra Walker	3 00	1 00	1 00	2 00	7 00	
	Jack Johnson	3 00	1 00	1 00	2 00	7 00	
	Clara Hall	3 00	1 00	1 00	2 00	7 00	
	Sue Lee	3 00	1 00	1 00	2 00	7 00	
	Tom Andrews	3 00	1 00	1 00	2 00	7 00	
	Margaret Brown	3 00	1 00	1 00	2 00	7 00	
	Frank Black	3 00	1 00	1 00	2 00	7 00	
	Vera Gilliam	3 00	1 00	1 00	2 00	7 00	$70 00
Sept 22	(The other member's names should also be listed as they pay their dues. The total amount of dues up to a certain date may then be transferred to Club Income.)						

CHAPTER CASH RECEIPTS AND DISBURSEMENTS

For Period_____To_____

Date	Item	Received From or Paid To	Check Rec. No.	Receipts		Disbursements		Balance	
	Total Brought Forward								

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CHAPTER ACCOUNTS

For Period_____To_____

Treasurer_____Address_____

Assistant Treasurer_____Address_____

FINANCE COMMITTEE

_____Chairperson

_____ _____

_____ _____

_____ _____

AUDITING COMMITTEE

_____Chairperson

_____ _____

_____ _____

_____ _____

REPORT OF AUDITING COMMITTEE

We, the members of the Auditing Committee, certify that we have this _____day of _____, 19____, audited the accounts of the _____ _____ Chapter of Vocational Industrial Education Clubs of America and find them complete, well kept, and accurate.

_____

Chairperson

VI. WORKING WITH THE COMMUNITY

Organizing a VICA Public Relations Program

Tips on Operating a Good Public Relations Program

Newspaper Publicity Tips

Sample Public Announcement for Vocational Education Week

Sample News Release for Skill Olympics Competition

Sample TV Announcement for Vocational Education Week

Sample TV-News Release for Officer Election

Suggested Questions for Radio and TV Interview Program

One Method of Promoting Vocational Education Week

Sample Letter of Appreciation

VICA Public Relations Calendar

Certificate of Appreciation

ORGANIZING A VICA PUBLIC RELATIONS PROGRAM

Publicity is the key that will unlock many doors for a trade and industrial education program. Through involvement with the community people begin to understand the importance and goals of VICA. Such understanding is the first step toward promoting your program. Business and industry donate their resources in order to promote the VICA goals as well as employ graduates of Trade and Industrial Education programs. With such a close tie-in with the school program it becomes very important to promote a high-level public relations program between the school and community.

Not only does a well-planned program of public relations contribute to the image and status of Trade and Industrial Education, but public activities are excellent leadership development experiences for students. VICA members tend to develop initiative, social poise, and good conversational abilities through community contacts.

The executive council, in developing the annual VICA calendar, should plan a balanced program of activities which promotes community involvement. Ideas for public relations types of activities include:

1. VICA slide presentations
2. Employer/Employee Banquet or Industrial-Student Banquet
3. Guest lecturers from community or industry
4. Field trips to industry
5. Attendance at community functions--Parent-Teacher-Student Association, Lions Club, church, etc.
6. Brochures on your occupational program
7. Television/radio/newspaper publicity
8. Sponsor an assembly program

9. Telephone calls to parents/community/industry
10. Parents' night--beginning of the year
11. Letters to industry/community/parents
12. Plant trees in a public area
13. Anti-dropout campaign
14. Repair service for the needy
15. Clean-up; paint-up; fix-up
16. Recycling drive
17. Plan a VICA week "PR" (Public Relations) program
18. Bring VICA slides to local TV station
19. Place VICA signs near school
20. Print a local VICA newsletter
21. Provide tourist information in cooperation with local Chamber of Commerce

In addition to planned public relations activities, it is a good idea to publicly recognize people in the community. Some ways that this can be accomplished include:

A. Award honorary VICA memberships to people who have supported VICA.

B. Award VICA Certificate of Achievement to outstanding students.

C. Award certificates or plaques of appreciation to community members who assisted with a VICA project.

Banquet Preparation

The Employer-Employee or Industrial Student Banquet can be a boon to your public relations program. The banquet can serve as an interchange of ideas among students, faculty and community. Also, it can serve as an opportunity for a public recognition and awards ceremony. The banquet should, of course, be well planned. Remember, "little things" will make the difference between an average and an excellent occasion. Some considerations for planning and conducting the banquet include the following:

1. Discuss the banquet with officers in August or September. If approved by officers and chapter members, place on the annual calendar for April or May.

2. Appoint a Student Banquet Committee

3. Select an appropriate date

4. Prepare a budget

5. Select an appropriate location:

   A. school lunchroom

   B. local restaurant

   C. local dinner theater

6. Appoint decoration and clean-up committees

7. Have the students select (February VICA meeting) from general menus with various prices.

8. Have formal invitations prepared and send to:

   A. students

   B. parents

   C. employers

   D. advisory council members

   E. school administrators

   F. school guidance staff

   G. alumni

9. Prepare agenda for evening:

   A. menu

   B. introduction of all guests (name tags and place cards are helpful)

   C. introduction of guest speaker

   D. present certificates of appreciation to employers, members of advisory council, and others.

   E. recognize student achievement

(a) local officer (c) state officer (e) VICA contest winners

(b) district officer (d) national officer (f) VICAP awards

F. Adjourn on time

10. Prepare news release for school and local newspapers (mail two weeks ahead)

11. Recheck all meal arrangements

A. 2 weeks ahead of time

B. 1 week ahead of time

C. 1 day ahead of time

12. Arrive early to check menu arrangements on day of banquet

13. Have VICA members construct favors to give those attending the banquet, i.e., ash trays, pencil holders, memo holders.

14. Cleanup

TIPS ON OPERATING A GOOD PUBLIC RELATIONS PROGRAM

1. Appoint a public relations committee
2. Have your reporter publicize everything the chapter does
3. Plan projects and activities which are of value to the community as well as to VICA
4. Involve community leaders in VICA activities
5. Take advantage of utilizing public relations materials from National VICA
6. Plan fund-raising programs in which VICA will be publicized
7. Plan continuous publicity each month rather than wait for Skill Olympics season
8. Send out letters of appreciation
9. Send out Christmas cards
10. Select VICA activities which allow members to meet other people

Local newspapers are interested in printing VICA chapter activities. The club reporter should take the responsibility for keeping the news media informed.

It is important for the reporter to ascertain what an editor is interested in and likely to use. Don't feel automatically, however, that the editor will not be interested in what your chapter is doing. Most editors are very aware of the need to print local interest stories, especially when groups of people are involved. Some items of concern to the local newspaper are:

1. Community or school service projects
2. Award cermonies
3. Field trips
4. Leadership workshops

5. Special guest speakers or seminars

6. Contests

7. Outstanding accomplishments of VICA members and vocational students

8. Special events such as open house, career day, employer-employee banquet

9. Scholarships

10. Special sports events

11. Special joint ventures with labor and management groups (unions, trade associations, contractors)

NEWSPAPER PUBLICITY TIPS

Some ideas on handling newspaper publicity are as follows:

1. Type articles double spaced on 8 1/2 x 11 paper.
   - A. Double space so editor can write between lines
   - B. Don't send carbon copies (they smear); send a xerox copy.
   - C. Don't staple together. Sheets must be separated by the editor.
2. Always tell what VICA is.
   - A. In each article tell about VICA. You might say: "Vocational Industrial Clubs of America is a national organization for students in trade, industrial, technical and health education. It offers citizenship, leadership and social development activities."
   - B. Spell out VICA. People may not know what the letters mean.
3. Let editor know which other publications are receiving the same release.
   - A. Editor may rewrite it to gain individuality.
4. Keep a copy of each release.
   - A. To place in scrapbook.
   - B. In case you are misquoted.
5. Organize your story.
   - A. Put the WHO, WHAT, WHEN, WHERE, WHY, and HOW in the first two sentences. This is called the lead. A good lead captures the attention of listeners and makes them want to know more.
   - B. Go into the details of the story next.
   - C. Each succeeding paragraph of the story should be of declining importance. If an editor cannot use the whole release, it can be cut from the bottom, where the least important details are given.

6. Use a standard type letterhead format for news releases.

   A. Include name of VICA contact person, address, phone number and advisor.

   B. Many articles have failed to appear in a newspaper or magazine because the editor did not have a way of verifying the story.

7. Be accurate.

   A. Be sure to check each point of the story for accuracy.

   B. Never guess about names, places, dates or times.

8. Be brief.

   A. Use short sentences and paragraphs.

   B. Get to the point quickly.

   C. Eliminate a lot of jargon.

9. Always give the name of the school in the first paragraph.

10. Give complete information about people.

   A. Be sure names are spelled correctly.

   B. If you are writing about a VICA member who has done something interesting or received an award, give age, year in school, and occupational area.

   C. Some local newspapers like to have the names and addresses of parents included in the article.

   D. When writing about a guest, be sure to give his or her correct title and indicate the reason for visiting the chapter.

11. Be sure your story is newsworthy.

   A. Don't send a story each time you have a meeting.

   B. People are interested in special projects and activities such as election of officers, interesting guests, awards received, and attendance at district, state, or national meetings.

   C. Scholarship awards, tours competition, leadership conferences, and outstanding speakers are other good topics for articles.

12. Place the contact person's name at the top of the sheet.

A. In the upper right hand corner of your story, type the name of the VICA contact person (usually the advisor) along with with address and phone number.

B. The editor may want to call you to verify facts or gain more information.

13. Type release date in upper right hand corner.

A. "For immediate release" means the editor can use at once.

B. If it is absolutely necessary that a story not be released until after a certain time, you can type "RELEASE AFTER 4:00 p.m. on Friday, April 21, 19__."

14. Begin typing story 1/3 of the way down the top of the first page.

A. Editor needs space to write a headline and typesetting instructions.

B. Newspapers prefer to select the headline.

15. Type "MORE" at the bottom of page when story is continued.

A. Do this on all pages except the last one.

B. Always end each page with a complete sentence or paragraph.

16. Type "VICA " at the top of each page when release runs more than one page.

17. Use close-up photos.

A. Take close-up photos so it is possible to identify what people are doing.

B. Study photos in newspapers and magazines and compare them with the photos you are taking.

18. Send black and white photographs only.

A. Color photos don't always convert well to black and white.

B. It is an additional expense for the newspaper.

19. Put caption with photo.

A. Be sure to attach a caption with correct names, titles, and information. Verify each name.

B. Do not attach with a paper clip.

C. Paste caption on back of photo about 1" and fold out over the front

D. Don't write on back of the photo

E. If a photo which you submitted was not accepted, it is often because it was not of good quality

20. Two to three persons in a photo is usually enough

21. A photo draws more attention than an article. Sometimes a photo of officers, contest winners, etc., with proper caption will suffice.

SAMPLE PUBLIC SERVICE ANNOUNCEMENT FOR RADIO

From

John R. Peters
Publicity Chairperson
Lee County Vocational School
Ben Hur, Virginia 24218
(703) 346-9600

VOCATIONAL EDUCATION WEEK

For use Sunday
February 1 through Saturday
February 7, 19____.

VOCATIONAL EDUCATION WEEK IN VIRGINIA

February 1-7

Time: 30 seconds

Words: 72

Drive by a Vocational-Technical education center. Watch the faces of hundreds of students as they come and go. These are the faces of the men and women who will make things happen in tomorrow's world. During Vocational Education Week, the vocational education teachers of Virginia invite you to observe new technology in action. Visit your Vocational and Technical education center and observe techniques of instruction that help prepare our children for tomorrow. This is Vocational Education Week.

SAMPLE

NEWS RELEASE FOR RADIO

FROM:

Pulaski County VICA Club

John Williams

Publicity Chairperson

Pulaski County High School

Dublin, Virginia 24084

Time: 45 seconds

For Release:

Thursday, March 15, 19____.

Kenny Gray, son of Mr. and Mrs. Charles E. Gray, was the first-place winner in the Auto Body repair section of Vocational Industrial Clubs of America Skill Olympics Competition.

Kenny lives at 21 Ash Street in Pulaski. He is a 17 year-old junior at Pulaski County High School.

Results of the judging were announced at an awards dinner last night in Bristol, Virginia.

Runners up were Edwin R. Newman, 15, of 245 Harvard Steet, Roanoke, and John Neff, 16 of 11 Nichols Avenue, Abingdon.

The awards were presented by Dr. Melvin Garner, Administrative Director of Vocational and Adult Education, Virginia Department of Education. Assisting him were Mr. Mack Canterbury and Mr. Arthur Blankenship.

NOTE: The station may be able to use the entire item. If not, the main news is contained in the first two paragraphs. If any names are difficult to pronounce, give the phonetic spelling. For example: Blankenship (Blay'-kinn-ship).

SAMPLE

ANNOUNCEMENT FOR TELEVISION

FROM:

Virginia Trade & Industrial Education Assoc.

Miss Dorothy Smoothly

Publicity Chairperson

259 East 36th Street
Blacksburg, Virginia 24060

(703) 951-1736

VOCATIONAL EDUCATION WEEK

Starting Date: February 1, 19____.

Ending Date: February 7, 19____.

VOCATIONAL EDUCATION WEEK

Time: 20 seconds

Words: 36

VIDEO	AUDIO
Slide No. 30 Vocational Emblems	ANNOUNCER: This is Vocational Education Week. This week the American Vocational Association is celebrating its birthday... its 58th. This organization has helped prepare boys and girls to be productive, useful citizens. Visit your Vocational Technical Center.
Slide No.111 (Group of Students)	

SAMPLE

NEWS RELEASE FOR RADIO
OR TELEVISION

FROM:

The Bristol Vocational Education Assoc.

John C. Corbert

Publicity Chairperson

1632 Warren Street

Bristol, Virginia 24201

(703) 664-1803

For Release

Thursday, March 15, 19____.

The new president of the Bristol Vocational Education Association is Arthur C. Best.

He will take office on Friday, April 7.

Mr. Best, who resides at 435 Cluber Drive, has been a vocational industrial education teacher for the past six years. He was elected at a luncheon meeting today to succeed George W. Miles whose term has expired.

Henry P. Castle was elected vice-president, a post Mr. Best held for two years.

Other officers are Gordon H. Chandel, secretary, and Linda J. Lapham, Treasurer.

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SUGGESTED QUESTIONS FOR RADIO AND TELEVISION INTERVIEW PROGRAMS*

The following questions are suggested for a National VICA Week program with such possible themes as: "ARE ETHICS DEAD IN THE AMERICAN WORK FORCE?" or "FUTURE FOR AMERICAN YOUTH IN INDUSTRY." It would be good to come up with your own theme, one that is appropriate and "catchy."

1. What is VICA? What is its purpose? How many students participate?
2. How do students join?
3. What is vocational industrial-technical and health education? What is its purpose?
4. What are some of the activities carried on at the local chapter level?
5. Who can enroll in these programs and how do they learn?
   a. What is trade preparatory training?
   b. What is a cooperative program?
6. In which programs are you training?
7. What percentage of trade, industrial, technical,and health education students are girls and what courses are offered them?
8. Does the vocational industrial-technical program do anything to reduce unemployment? In what way?
9. Who pays for vocational education programs?
10. How does this program and VICA relate to the dropout?
11. What activities are carried on by National VICA?
12. Your motto is "Preparing for Leadership in the World of Work." How do VICA activities build leadership?
13. What are VICA's long-range goals?
14. How does the VICA Youth Development Foundation play a part in your organization's plans?
15. Are labor and management interested in your program? How do they cooperate in support of VICA?
16. Do trade, industrial, technical,and health students go on to higher education after high school? In what type or program?
17. What kind of future is there for young people with industrial-technical and health training?
18. What problems do youth have in entering the labor market? How is VICA solving this problem? What can businesspersons do to help the problem?
19. I understand that VICA members are extremely busy during this season of the year--Why? What is the purpose of VICA Week?

---

*Directions, Vocational Industrial Clubs of America, Leesburg, Virginia, pp. 44-45.

ONE METHOD OF PROMOTING VOCATIONAL EDUCATION WEEK

FAIRFAX COUNTY PUBLIC SCHOOLS
DEPARTMENT OF INSTRUCTIONAL SERVICES
DIVISION OF CURRICULUM SERVICES
9200 Burke Lake Road
Burke, Virginia 22015

MEMORANDUM

TO: All Principals

FROM: Morris Newcomb
Coordinator of Vocational Education

SUBJECT: Vocational Education Week, February 10-16

Enclosed you will find posters and bumper stickers to be used as promotional materials for Vocational Education Week, February 10-16.

You are encouraged to promote career education and vocational education during this week. High School principals are encouraged to have cooperative students ask their employers to display the enclosed posters.

Some suggestions for promoting vocational education are:

1. Have all staff members visit vocational classes
2. Have open house for student visitations
3. Have open house for the community
4. Invite business and industrial leaders as speakers at assemblies or individual classes
5. Have students write articles for news media
6. Emphasize vocational and career education on bulletin boards
7. Have students visit vocational industrial education centers at Woodson, Edison, Marshall, and Chantilly High Schools

SAMPLE LETTER OF APPRECIATION

One of the Chesapeake Public Schools

OSCAR FROMMEL SMITH HIGH SCHOOL
2500 Rodgers Street
Chesapeake, Virginia 23324

November 22, 1978

Dear Employer:

As the first nine weeks grading period comes to a close, I wish to thank all of you for your interest and cooperation in the Industrial Cooperative Training Program at Oscar Smith High School.

At this time, there are still a few of the work stations I have not visited; however, I will be visiting those stations in the near future.

Your positive attitude and expertise given to the I.C.T. student has definitely carried over to the classroom. There has been a marked growth of maturity in the classroom and with that a better understanding of the adult world of work.

Sincerely,

Billy Graham

Billy Graham
I.C.T. Coordinator
Oscar Smith High School

dmc

LETTER TO PARENTS

Dear Parents:

Your son/daughter is enrolled in the Metal Trades Program at King George High School. As his/her instructor I would like to tell you about the Vocational Industrial Clubs of America (VICA) Program. VICA is the auxiliary organization for students enrolled in Vocational Industrial Education programs. It is an integral part of the program as designated by the Virginia Department of Education. A minimum of ten percent of classroom/lab time will be devoted to VICA activities.

VICA was organized to assist the students, teachers, and communities to re-establish the concept of pride in the dignity of work, to assist in preparing for leadership in the world of work, and to offer recognition of achievement in occupational skills. I share with you the pledge of VICA taken by each student.

Upon My Honor I Pledge

1) To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

2) To base my expectations of reward upon the solid foundation of service.

3) To honor and respect my vocation in such a way as to bring repute to myself.

4) And further, to spare no effort to upholding the ideals of the Vocational Industrial Clubs of America.

The motto of VICA is: "Preparing for Leadership in the World of Work."

We will devote one day of every two weeks to VICA activities. These will include such activities as VICA instruction, planning social services, fund-raising activities, and involvement in community projects. Your support of this program will be appreciated and I sincerely urge you to financially support your son/daughter in the total VICA program so that he/she may participate in activities on the local, district, state, and national level. The fee per student is $5.

If you feel that you may be able to assist me in chaperoning field trips, locating guest speakers, assisting in fund-raising, etc., please call me from 8:30-8:50 a.m., or 3:05-3:30 p.m., Monday, at _____.

Thank you for your support of VICA.

Very respectfully,

Freddie R. Reed, Metal Trades Instructor
Route 3, Box 12
King George High School
King George, Virginia 22485

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VICA PUBLIC RELATIONS CALENDAR

Month	Activity	Media To Be Used
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		

CERTIFICATE OF APPRECIATION

HENRICO COUNTY SCHOOLS

Department of Vocational and Adult Education

150

_____

is hereby recognized by the Industrial Cooperative Training Program for the participation, support, and valuable contribution to the I. C. T. instructional program serving the youth of our county.

Given this _____ day of _____, 19 _____

Joseph B. Sellers
Superintendent of Schools

Hugh C. Palmer
Director of Vocational and Adult Education

_____
School

_____
Principal

_____
Coordinator

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Vocational Industrial Clubs of America

PARTICIPATION

This is to commend

_____

whose performance has exemplified the finest qualities of VICA Youth, desire and determination, as a participant in the DISTRICT II VICA *of the* VIRGINIA *Vocational Industrial Club*

IN WITNESS WHEREOF, THIS CERTIFICATE IS SIGNED THIS 21 DAY OF March 19 75

P. Phillips Adkins

DISTRICT CHAIRMAN

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VII. CLUB BUSINESS PROCEDURE

Conducting the VICA Business Meeting

Teaching Parliamentary Procedure

Hows and Whys of Parliamentary Procedure

Glossary of Parliamentary Procedure Terms

Typical VICA Meeting Agenda

Practice Agenda for Club Business Meetings

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CONDUCTING THE VICA BUSINESS MEETING

VICA meetings are conducted by following an established order of business. By following a set agenda, it is possible to transact business effectively. The typical order of business for VICA meetings is as follows:

1. Opening
    a. Call to Order
    b. Invocation
    c. VICA Emblem Ceremony
    d. Pledge to Flag
    e. Roll Call
2. Minutes
3. Correspondence
4. Reports
    a. Officers
    b. Standing Committees
    c. Special Committees
5. Business
    a. Unfinished Business
    B. New Business
6. Program
    a. Speakers
    b. Educational Activities--Films and Demonstrations
    c. Presenting Honors and Awards
7. Ceremonies
    a. Initiation

b. Installation of Officers

8. Closing Ceremony

9. Entertainment

A more detailed agenda is found on Pages 172-177.

Established procedure is used to conduct all VICA business meetings.

Rules for conducting meetings are necessary for the following reasons:

1. Action to be taken is decided by the majority
2. All members have equal rights and privileges
3. Business can be transacted in a spirit of cooperation and harmony
4. Full and free discussion of every idea presented is an established right of the membership
5. The minority of a group has rights which must be protected
6. The final decision is made by the membership, although duties and authority may be delegated.

Begin by purchasing a copy of Parliamentary Procedure at a Glance by O. Garfield Jones, from National VICA Supply Service. Parliamentary Procedure at a Glance is greatly simplified, and is very helpful for starting the new club with club business procedure practice. Also obtain a copy of Robert's Rules of Order, newly revised.

TEACHING PARLIAMENTARY PROCEDURE

After studying the basic rules of parliamentary procedure, interest students by forming competing teams. You may consider entering the District Club Business Procedure Contest. (See VICA United States Skill Olympics Regulations). Tips on how to teach basics of parliamentary procedure to a new group include the following:

1. Start by demonstrating the dialogue for presenting and voting on a main motion. Have students do return demonstrations of voting on a main motion.

2. Expand to several of the other commonly used motions such as "amend," "appeal," "withdraw," "refer to committee," and "adjourn." The teacher should insist on the exact wording to be used by every student. By hearing the same wording over and over, the learning process is hastened.

3. In order to gain speed, play a rotation game where each student is given a designated role to play, i.e., main motion, second, discussion, put to a vote, etc.

4. Always make student assignments. If voluntary participation is relied upon completely, the same few persons will usually participate. Remember that each student must be given a chance to develop self-reliance through moving, seconding, and discussing motions.

5. In order to save time, students should proceed directly with a motion instead of prefacing it with the reason for making it.

6. All students should be given an opportunity to preside during the practice sessions.

7. After gaining minimal expertise in moving, seconding, discussing, and voting on the basic motions, provide students with a typical VICA meeting agenda (See example on p. 182). Include in this agenda the entire order of business including call to order, invocation, emblem ceremony, pledge to flag, roll call, minutes, correspondence reports, unfinished business, new business, and adjournment.

8. After students have learned the basic format, specify certain items of unfinished and new business which the teams will follow (See Practice Agenda, p. 182).

9. With continued practice and increased self confidence students will be able to perform more difficult agendas.

10. When teams become proficient in demonstrating from the agenda sheets as outlined, begin practice for the Club Business Procedure Competition by following the United States Skill Olympics regulations.

HOWS AND WHYS OF PARLIAMENTARY PROCEDURE

A. GENERAL BUSINESS PROCEDURE

1. To obtain the floor

   Rise and address the chairperson--"Mr. (or Madam) Chairperson" Wait for recognition.

2. To introduce business--rise--be recognized--then proceed

   "Mr. (or Madam) Chairperson (recognition) "I move that. . . ."

3. To request information

   Member may rise while another has the floor

   "Mr. (or Madam) Chairperson, I rise to request information"

   When recognized by the chairperson, state the information request Person speaking does not yield the floor.

4. To rise to a point of order

   In case of an infraction of the rules by the chairperson or other member, the one who detects the error rises while another has the floor.

   "Mr. (or Madam) Chairperson, I rise to a point of order"

   The Chairperson says, "Please state your point of order"

   The point of error is stated. The chairperson states whether or not the point is correct.

   "(Name of Member) your point is (or is not) well taken"

B. MOTION PROCEDURE

1. To present the motion

   "Mr. (or Madam) Chairperson (recognition) "I move that. . . ."

2. To second the motion

   "Mr. (or Madam) Chairperson (recognition) "I second the motion"

   Detailed wording of the motion is not given by the member who seconds the motion.

3. To state the motion

After a motion has been made and seconded, the chairperson stands and states the motion, prefixing it with the words:

"It has been moved and seconded that...."

4. To discuss the motion

   The chairperson calls for discussion immediately after the chair has stated the motion.

   "Do I hear a discussion of this motion?"

5. To conclude the discussion of the motion

   The chairperson may close the discussion at any time--or--if there is no discussion, may proceed to the voting by saying:

   "Are you ready for the question?"

   The majority of the members should respond:

   "Question"

6. To vote on the motion

   The chairperson restates the motion, then calls for both sides

   "All those in favor say 'aye'"

   "All those opposed say 'no'"

   In case of an apparent tie, use another method of voting.

7. To announce the results--the chairperson announces

   "The motion is carried (or lost)"

C. WITHDRAWAL OF A MOTION

1. The person who made the motion must request its withdrawal.

   "Mr. (or Madam) Chairperson (recognition) "I would like to withdraw my motion that...."

2. The chairperson requests the consent of the member who seconded the motion.

3. The chairperson asks the consent of the members.

   (Name of Member) wishes to withdraw the motion that. . . ."
   Are there any objections?"

4. If there are no objections

   The chairperson instructs the secretary to strike the motion and the second from the record.

5. If there are objections--a vote is required.

   "All those in favor of withdrawing the motion that . . . ."
   "Opposed"

D. DELAYING MOTIONS

When a matter is being discussed before the assembly and additional information is needed . . . or additional time is required to reach a decision . . . a motion can be made:

1. This simply lays the matter on the table

   This action simply lays the matter aside. This motion has the effect of postponing the beginning of a discussion of the subject at the time.

2. To postpone the matter indefinitely

   This motion is used when the subject has been discussed at length and it is desirable to lay it aside without arriving at a decision. Since no time is set for reconsideration, the subject is dead unless its backers continue to support it.

3. To postpone the matter until a certain day

   This motion is useful in cases where further information is desired upon the subject under discussion . . . information which is not available at the present time.

   It may also be used when there are matters of great importance which require immediate attention.

4. To refer the matter to a committee

   When a subject is disputed and further discussion would be a needless waste of the club's time, to refer it to a special committee is a wise decision.

E. AMENDMENTS TO A MOTION

1. Any voting member may propose an amendment to a given motion to change or modify the effect of the motion.

2. An amendment takes precedence over the motion before the house.

3. If the amendment is carried, it becomes a part of the original motion.

4. The motion as amended is then considered.

5. General methods of amendments:

   a. Inserting or adding words
   b. Striking out words
   c. Striking out words and inserting or substituting words

      (1) Inserting or adding words
      To amend by inserting words is a simple process of adding words to the main question or of inserting words in the body of the main question. The mover of such an amendment must specify where the words are to be inserted and must restate the motion with the new words inserted.

      If there is no debate on the amendment, the presiding officer rises and says . . . .

      "The question is upon the amendment to insert . . ." (and states what is to be inserted.)

      If carried, the amendment then becomes a part of the main question. A negative action prevents the matter from being brought forward again and the main question remains the same.

      (2) Striking out words

      To amend by striking out, the mover should state in the motion what words are to be striken and what the main question will be when they are so eliminated. This amendment, also, is open to debate.

      If no debate is offered, the presiding officer rises and says . . .

      "The question is upon the amendment to strike . . ." (and states what is to be stricken.)

      If carried, the motion stands as amended. If not, the motion stands as read.

      (3) Striking out words and substituting or inserting words

      There may be a question which, in order to make it agreeable to the opinions of the members of the club may require that some words be stricken and others be included.

      This amendment must state the words to be stricken and those to be inserted. This motion cannot be divided. It is one act of change. It must be decided as presented.

If it is not debated or amended, the presiding officer says . . .

"The question is upon the amendment to strike out the words. . . and insert the words . . ."

If carried, the motion stands as amended.
If not carried, the motion stands as read.

If the process of amendments were to be prolonged, it can be seen that an indefinite number would be added, so that great confusion might ensue. Therefore, an amendment to an amendment is fixed as a limit.

F. DISCUSSION FROM THE FLOOR

1. All remarks must be addressed to the chairperson.

2. All remarks must be of an impersonal nature.

3. The chairperson can declare a discussion closed by asking if the group is ready for the "Question."

4. The order of procedure on the floor during discussion is as follows:

   a. The member who made the motion
   b. The member who has not spoken
   c. The member who is opposed to the motion

   NOTE: Several persons may desire to obtain the floor at once. The presiding officer must decide which one shall be recognized. The decision is seldom disputed. The first person to rise or the first voice heard should be the first person to be recognized.

G. VOTING

1. Methods of voting

   a. Ballot

      This method is used when secrecy is desired.

   b. Roll call

      The chairperson asks the secretary to call the roll and the members answer "yes" or "no" on the question at stake.

   c. Acclamation

      Members vote by saying in unison "yes" or "no" or other suitable words.

d. Show of hands or standing

Used when a voice vote is close.

e. General consent

Chairperson calls for objections.

EXAMPLE: "You have heard the reading of the minutes of the meeting of (date). If there are no additions or corrections, they will stand approved as read."

2. Kinds of votes

a. Majority

One more than half of the votes cast constitutes a majority. This is used for general business procedure.

b. Plurality

The greatest number...when the total votes cast are divided three or more ways.

This is used in elections when more than two are nominated for office.

c. Two-thirds

A two-thirds majority of votes is needed for extraordinary business.

(A quorum, which is a majority of the active members, must be present.)

EXAMPLE: To amend the constitution of the chapter.

3. Rules for voting

a. A member may change his/her vote before the results are counted, unless it is a ballot vote.

b. A ballot vote once collected cannot be changed.

c. Proxy voting. . . one member cannot cast a ballot or vote for an absent member.

H. ELECTION OF OFFICERS

When there are officers in the club from the previous year, they shall assume the initiative in the election for the officers for the next year.

Following the listing in the local constitution, the first ex-officer present shall serve as the temporary chairperson and the second ex-officer shall serve as the temporary secretary. Otherwise, the Chapter Advisor shall preside until a temporary chairperson is elected.

Election procedure:

1. VICA Advisor in charge

   a. Calls for nomination for temporary chairperson.

      (1) One or more may be named
      (2) A member closes the nomination by saying. . .

      "Mr. (or Madam) Chairperson" (recognition) "I move that nominations cease."

      NOTE: This motion requires a second and is voted upon by the members. If carried, the Advisor calls for a vote.

   b. Calls for the vote

      (1) Vote on the names in the order nominated
      (2) Advisor records the vote

   c. Announce the results

      (1) The one receiving the majority or the plurality (depending on the number of nominees) is declared Temporary Chairperson.

2. Temporary Chairperson in charge

   a. Appoints some member to serve as temporary secretary. (This person continues until the permanent secretary is elected.)

   b. Initiates election of officers

      (1) President

      The ballot should be secret.

      The temporary chairperson appoints two members to be tellers and read the ballots as the secretary tallies the votes.

      The secretary hands the results to the temporary chairperson, who announces the new president to the club members.

3. President in charge

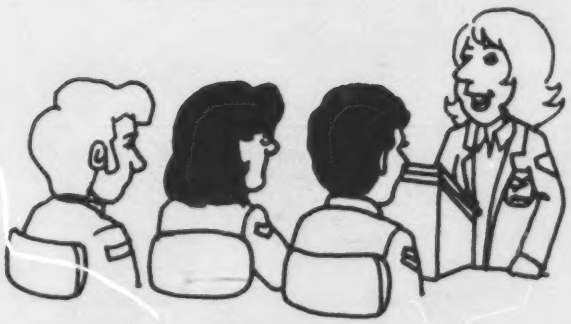
   a. Continues the election, which may be by secret ballot or any other voting method.

b. Announces the results of the election and introduces the newly-elected officers to the club members as they assume their respective stations.

c. Requests the Chapter Advisor to declare the installation official.

d. Selects chairpersons for standing committees.

   (1) May be appointed immediately but generally this is done at the next meeting after the president has had the opportunity to hold an executive committee meeting with the newly-elected officers and the Chapter Advisor.



PRECEDENCE OF MOTIONS

For illustration, let us say an amendment is before the house, Some member moves to refer the amendment to a committee. This motion would be in order because a motion "to commit" has precedence over a motion "to amend." (See CLASSIFICATION OF MOTIONS, p. 167) This would also open the debate on the main question which has been moved to amend. A motion to indefinitely postpone, however, would be out of order because a motion to amend or to commit would take precedence over it. For complete instructions on procedure of motions, see Parliamentary Procedure at a Glance by Jones (Available from National VICA).

MOTIONS WITH RULES GOVERNING THEM

Adjourn. A motion to adjourn is undebatable, cannot be amended and cannot be reconsidered.

Adjourn, fix time to which. This is undebatable if another question is before the house. It is debatable otherwise.

Amend. Debatable and can be amended.

Amend an amendment. An amendment to an amendment cannot be amended.

Amend the rules. A motion to amend the rules requires a two-third vote.

Appeal. (Relating to all other cases.) Cannot be amended and is in order when another has the floor. The chair is sustained if the vote results in a tie.

Call to order. Is undebatable and cannot be amended. Does not require a second.

Close debate. This is undebatable, but requires a two-thirds vote to adopt.

Commit. (To send back to committee for further consideration.) This motion opens the main question to debate.

Extend the limits of debate. This motion is undebatable.

Fixing the time to which to adjourn. This is undebatable if another question is before the house.

Lay on table. This cannot be debated and cannot be amended. Cannot be reconsidered if vote is in the affirmative.

Limit debate. Undebatable, but requires a two-thirds vote to carry.

Objection to the consideration of a question. This motion does not require a second. It is undebatable and is in order when another has the floor. Requires a two-thirds vote to adopt.

Orders of the day. This motion is undebatable and cannot be amended. Does not require a second. It is in order when another has the floor.

Postpone to a certain time. Debate upon this motion may be limited.

Postpone indefinitely. This motion cannot be amended, but it opens debate on the main question.

Previous question. This is undebatable and cannot be amended. It requires a two-thirds vote.

Priority of business. This question is undebatable.

Privilege, question of. Takes precedence over all other questions and is undebatable except where it relates to the rights of the assembly or its members.

Reading papers. It is undebatable and cannot be amended.

Reconsider a debatable question. Can be made only by a member who voted in the affirmative. This motion cannot be amended and cannot be reconsidered. It opens debate on the main question. Can be made when another has the floor, but a motion to reconsider cannot be acted upon until the business before the house at the time the motion is made has been disposed. When such business has been disposed of, the motion to reconsider then takes precedence over all other business except to adjourn or fix the time at which to adjourn.

Reconsider an undebatable question. This motion is undebatable and cannot be amended or considered. In other respects, the same rules that govern a motion to reconsider a debatable question prevail.

Refer. Opens main question to debate.

Shall the question be discussed? This is undebatable and cannot be amended. This motion does not require a second and is in order when another has the floor, but can be made only at the time the question is first introduced and before debate. Requires a two-thirds vote.

Special order. This motion requires a two-thirds vote to prevail.

Substitute. Same as to amend.

Suspend the rules. This motion is undebatable, cannot be amended or reconsidered , and requires a two-thirds vote.

Take from the table. Undebatable and cannot be amended. Affirmative vote cannot be reconsidered.

Take up a question out of proper order. This is undebatable, cannot be amended, and requires a two-thirds vote.

Withdraw a motion. Undebatable and cannot be amended.

CLASSIFICATION OF MOTIONS

Main Motion is a motion made to bring some particular subject before the house. It cannot be made when any other question is before the house. Takes precedence over nothing and gives way to privileged, incidental or subsidiary questions.

Subsidiary Motions are such as apply to other motions and take precedence over the principal question and must be disposed of before the principal question can be acted upon. They are, in order of their precedence, as follows:

Lay on the table
The previous question
Postpone to a certain day
Commit, or refer, or recommit
Amend
Postpone indefinitely

Incidental Questions are those which arise out of other questions, take precedence over and must be acted upon before other questions. Incidental questions cannot be amended. They give way to privileged questions. With the exception of an appeal, they are undebatable. They are as follows:

Appeal, or questions on order
Objection to the consideration of a question
Reading of papers
Leave to withdraw a motion
Suspension of the rules

Privileged Questions take precedence over all other questions and are undebatable except where they relate to the rights of the assembly or its members. They are (in order of their precedence) as follows:

Fixing the time to which to adjourn
Adjourn
Questions of rights of members or of the assembly
Call of orders of the day

GENERAL RULES AND SUGGESTIONS

A question must be first stated by the chair before it is open for debate.

The maker or mover of a motion cannot amend it or withdraw it after it has been stated by the chair, except by unanimous consent.

A motion to adjourn, to take from the table or to lay on the table cannot be renewed unless some business has intervened.

A question can be reconsidered only once.

A quorum consists of a majority of the members unless otherwise provided in the by-laws.

Without unanimous consent, no member can speak more than once on a subject, except to make an explanation.

The chair may require important motions and amendments to be made in writing.

When a motion to adjourn has been made, an appeal or question of order should be entertained by the chair. If the motion to adjourn is lost, they would then be in order.

A motion to reconsider a vote on a debatable question opens debate on the orginal motion. A motion to reconsider, however, is undebatable if the question to be considered is undebatable.

A meeting often finds itself with dead time on its hands, occasioned, perhaps, by waiting for some committee to report, or, in the case of elections, for the ballots to be counted. In such case, a member can make the following motion: "Move that we adjourn to meet at call of the chair." Or the same objective can be gained by voting to take a recess for a certain length of time.

The chair should refuse to entertain a motion to adjourn when, in the judgment of the chair, the privilege is being abused and is being used simply to obstruct business, or when the assembly has already refused to sustain a motion to adjourn and has since shown no wish to do so.

The rules must not be suspended except for a definite purpose and by a two-thirds vote. The proper form of a motion to suspend the rule is: "Move to suspend the rules which interfere with--" then stating or specifying the object of the suspension.

A motion to amend the minutes can be laid on the table without carrying the minutes with it.

If a member wishes to postpone action on some question or subject in a way that it may be taken up later, either at the same or some future meeting, the motion should be made as follows: "I move to lay the question on the table." This removes the question from consideration until the assembly votes to take it from the table. This motion is not debatable, cannot be amended, or have any other subsidiary motion.

If it is moved that an amendment be laid on the table and the motion prevails, it carries with it the subject of question it proposes to amend. Exceptions to this are: When an appeal is laid on the table, it sustains the decision of the chair, at least for that session, and does not carry the original question to the table. When a motion to reconsider a question is laid on the table, it leaves the original question to the table. And when a motion to reconsider a question is laid on the table, it leaves the original question just where it was.

The chairperson cannot close debate as long as any member desires to speak. If a member claims the floor after the chair has risen to put the question, or even after the affirmative vote has been taken, he/she has a right (provided the negative has not been put) to the floor for debate or to make a motion.

GLOSSARY OF PARLIAMENTARY TERMS

Much like the radio or automobile industry, parliamentary practice through years of usage, has acquired some terms distinctly its own. A good parliamentarian must know these terms and know how and where to use them. Some of the commonly used terms and definitions include the following:

1.	Acclamation	A method of voting by "aye" or "no."
2.	Adjourn	To close the meeting or session, it is a privileged motion.
3.	Amend	To change a motion by means of another motion. The proposed change is called an amendment. To amend is a subsidiary motion.
4.	Assembly	The group of eligible voters gathered to transact the business of the organization.
5.	Ballot	A method of voting in writing.
6.	Chairperson	The person who presides at the meeting, often called the president.
7.	Chair	Sometimes called the "chairperson" or "president" The person who presides at the meeting and acts in the capacity of umpire. Remarks by members are always addressed to "the chair," and all names are impersonal such as "the member on my left," "the previous speaker" and "the president."
8.	Convene	To meet or call to order
9.	Debatable	A motion that is subject to controversy or contention; open to question or dispute.
10.	Discussion	The debating or talking about a motion or question. It must always follow the accepted rules of order.
11.	Floor	Any place, other than "the chair" in the formal assembly.
12.	Lay on the table	This is a subsidiary motion, the purpose of which is to postpone consideration to a more convenient time. This is often considered a polite way of defeating a motion with the assumption that it is to lie on the table permanently. If carried, a motion to "lay on the table" usually takes with it everything concerned with the question. It is not debatable, and cannot be amended.

13.	Majority	Over half the votes cast
14.	Meeting	The time an assembly remains together without adjournment.
15.	Minutes	The written record of the proceedings.
16.	Motion	The accepted term or name applied to the procedure of getting a matter brought before a group or assembly.
17.	New business	Matters which have not been formally discussed before, but are brought up for the first time.
18.	Point of order	This is an incidental motion to correct disorder in the proceedings or in the deportment of members. Any member may obtain the floor and say "I rise to a point of order." The member then states the point and the president decides whether it is well taken. It does not require a second and cannot be debated except the chairperson may ask for the opinions of others before giving his/her decision.
19.	Question	The motion before the assembly is called the question. When members wish to close out the discussion and put the matter to "a vote," they call "question--question."
20.	Quorum	A sufficient number of members present at a meeting to transact business. This number is usually a majority unless otherwise specified in the constitution.
21.	Second	An indication that at least a second person approves of the motion.

TYPICAL VICA MEETING AGENDA

I. Opening

A. Call to Order (President)

1. Presiding officer stands

a. raps gavel twice
b. declares meeting to order: "The _____ meeting of the _____County Vocational School VICA Chapter will come to order."

(1) Includes name of organization

B. Invocation

1. Chairperson usually names person to do this, "Ms./Mr._____ will now give the invocation."

2. Invocation is a prayer

a. not to be confused with devotional
b. may say: "Ms./Mr._____will give our invocation."
"Ms./Mr._____will ask our invocation."

C. Emblem Ceremony (Officers)

1. Performed by officers seated in proper places (See page 91 in Handbook)

2. Ceremony (See Leadership Handbook)

D. Pledge to Flag (Everyone)

1. Chairperson raps gavel three times

a. "Please rise for the Pledge of Allegiance to the Flag."

E. Roll Call (Secretary)

1. Chairperson states: "Ms./Mr._____, club secretary, will call the roll."

2. Secretary, at podium, calls and records. Members say "Present."

3. Secretary: "Mr./Mdm. Chairperson, we have a quorum present."

a. The number of persons who must be present for club to conduct business is a quorum.

b. The number required for a quorum is spelled out in in constitution.

II. Minutes (Secretary)

A. Minutes

1. Chairperson announces: "Ms./Mr._____, club secretary, will read the minutes of our last meeting."

2. Secretary, (rises, moves to podium, makes sure everyone can hear) reads the minutes.

3. Chairperson: "Thank you, Ms./Mr._____. Are there any corrections to the minutes?"

a. Membership may speak as necessary

4. Chairperson declares minutes approved (as read) or (as corrected) hearing none, the minutes are approved as read.

5. Secretary marks approval, dates, and signs

B. Treasurer's Report (Treasurer)

1. President announces: "Mr./Ms._____, club treasury, will now report."

2. Treasurer (rises, moves to podium, makes sure all can hear) reads from prepared report.

3. Treasurer gives copy of report to secretary.

4. President: "Thank you, Mr./Ms._____. Are there questions about the report?"

5. President: "Hearing none, the Treasurer's report will be filed with the Auditing Committee." (No approval is required)

III. Correspondence (Secretary)

A. President announces correspondence to be read by the secretary, "Will the secretary read the correspondence?"

B. Secretary rises and reads

1. for information only

2. action required must be taken up in business

IV. Reports

A. Officers

1. Secretary may present report from the Executive Committee

2. Others reporting should have previously notified the president

   a. should be called in order of office--top down

B. Standing Committees

1. Description

   a. perform a continuing function to the group

   b. members usually serve a full term corresponding to officers

   c. has a designated chairperson who usually reports

   d. notifies the chairperson prior to meeting if a report is to be given

2. Chairperson announces: Mr./Ms._____, Program Committee Chairperson, will now report.

3. Mr./Ms._____ rises and says: "The program committee met on . . ."

   a. reports are usually informational

   b. action required must be taken up in business

   c. if committee chairperson makes motion at the end of the report, no second is required--it is better to bring up, however, under new business

4. Chairperson says: "Thank you, Mr./Ms._____."

5. Written report should be given to the secretary

C. Special Committees

1. Description

   a. set up to carry out a specified task, at the completion of which it ceases to exist

   b. has a designated chairperson who usually reports

   c. notifies president prior to meeting if a report is to be given

2. Chairperson announces: "Mr./Ms._____, Chairperson of the Christmas Dance Committee, will now report."

3. Mr./Ms.___rises and says: "The . . . committee wishes to make the following report."

   a. reports are usually informational

   b. action indicated must be taken up in business, usually by the reporter.

4. Chairperson, "Thank you, Mr./Ms._____."

5. Written report should be given to the secretary

V. Business (Chairperson)

A. Unfinished business
The chairperson will say, "Is there any unfinished business?"

1. Definition

   a. refers to questions that come over from a previous meeting

   b. examples

      1. postponement to specific time
      2. adjournment with questions pending
      3. motion was tabled

   c. should be included in minutes

2. Should be reintroduced by the secretary

   a. secretary rises, states: "The motion to . . . was before the assembly at adjournment of our last meeting."

   b. the chairperson restates motion, putting it before group

      1. no motion or second required

B. New Business

1. Description

   a. refers to any item ANYONE wishes to bring up

   b. must be in the form of a motion duly made and seconded

   c. required a vote to be taken

2. Chairperson announces: "Is there any new business?"

3. Member rises, addresses chair, is recognized, and states, "I move that . . ."

a. motion must be seconded by member, saying, "I second it."

4. Chairperson restates motion. "The question is on the motion to . . ."

5. Chairperson calls for discussion, "Is there any discussion?"

6. Members rise, address chair, are recognized, speak for or against the motion.

7. Motion may be amended

   a. member rises, addresses chair, is recognized, and says: "I move to amend the motion by . . ."

   b. motion to amend is seconded by member saying: "I second it."

8. Chairperson restates amendment

   a. calls for discussion of amendment

9. Chairperson calls for vote on amendment saying: "All those in favor of the motion to amend. . . vote aye." (All those opposed vote no)

10. Chairperson announces result, saying: "The motion is carried (passed) or lost." (Secretary records results)

11. Chairperson declares question on main motion saying: "The question is now on the motion to. . . (as amended). Is there any

12. Members rise, address chair, are recognized and speak for or against motion.

13. Motions to Lay on Table, Postpone, Refer to Committee, Amend (only once more), Close Debate are in order, following previous order.

14. Chairperson calls for vote, saying: "All those in favor of the motion to. . . vote aye, all those opposed vote no."

15. Chairperson announces results of vote saying: "The motion is carried, passed, or lost." (Secretary records results)

VI. Program

A. Chairperson announces: "Ms./Mrs._____, Program Chairperson, will persent our program for today."

1. Never "turn over" meeting to program committee.

B. Chairperson expresses appreciation to the group.

VII. Ceremonies

A. Chairperson introduces persons, etc.

VIII. Closing

A. Chairperson may say: "Is there any further business to come before this group? (Pause) Hearing none, I declare this meeting adjourned." (Raps gavel once)

B. Member may rise, address chair, be recognized and say: "I move that we adjourn."

1. Must be seconded

2. Requires a majority vote

3. Chairperson announces result

CONTENT OF MINUTES

1. The first paragraph should contain the following information:

   A. The kind of meeting: regular, special, etc.

   B. The name of the society or assembly

   C. The date and time of the meeting, and the place, if it is not always the same

   D. The fact that the regular chairperson and secretary were present or, in their absence, the names of the persons who substituted for them

   E. Whether the minutes of the previous meeting were read and approved--as read or as corrected--the date of that meeting being given if it was other than the regular business meeting

2. The body of the minutes should contain a separate paragraph for each subject and should show:

   A. All main motions or motions to bring a motion again before the assembly giving:

      1. The wording in which each motion was adopted or disposed of

      2. The disposition of the motion

      3. The name of the mover

   B. All points of order and appeals, whether sustained or lost, as well as reasons given by chair for ruling

3. The last paragraph should state:

   A. The hour of adjournment

4. The minutes should also contain:

   A. All committee reports

   B. All correspondence read

   C. The treasurer's report

   D. The actual count of votes when requested by a member or when voting is by ballot

   E. The name and subject of guest speaker or topic of program

5. The minutes should be signed by the secretary who writes them

SAMPLE MINUTES OF VICA MEETING

The regular monthly meeting of _____County VICA Club was held on Thursday, November 4, 19__ at 2:10 p.m. in the auditorium. Mr._____, Chairperson, presided and the secretary was present. The minutes of the last meeting were read and approved.

The treasurer reported a previous balance of $484 with receipts totaling $64.08 and disbursements of $225. The new balance was $323.08.

Mr._____reporting for the membership Committee, gave a summary of membership for the trade classes. The auto mechanics class had eleven members, the cosmetology class had eight members.

Ms._____,reported for the special committee to investigate transportation to the fall rally. Yellow Coach Lines offered a 43-passenger bus for $140. Bristol-Jenkins Lines offered a 66-passenger bus for $185.

Mr._____moved to take from the table the motion to set the VICA dues at $1 for each member. The motion carried.

Ms._____moved to amend the motion by changing $1 and inserting $3. The motion lost.

The motion to set VICA dues at $1 for each local member carried.

Ms._____moved to buy VICA pins for each member. The motion was referred to a special committee to report at the next meeting.

Appointed to the committee were: Ms._____, Chairperson, Mr.____, and Ms._____.

Ms._____moved to limit the delegates attending the fall rally to three per section.

Ms.____moved to adjourn. The motion carried.

The meeting adjourned at 3:05 p.m.

1992

Margaret Duffy
Secretary

THE TREASURER'S REPORT

The purpose of this report is to make information available to members. It should not contain details which are a hindrance to understanding the report. A report similar to the model below is sufficient.

REPORT OF TREASURER OF THE
_____COUNTY VICA CHAPTER

December 13, 19__

Balance on hand on December 12, 19__		$684.00
Receipts:		
Member dues 215 @ $3.50	$752.50	
Candy Sales	48.00	
Fines	15.00	
Total receipts		815.50
TOTAL		$1,499.50
Disbursements:		
VICA badges	11.84	
Purchase of candy	96.00	
Postage	14.00	
Total Disbursements		121.84
BALANCE ON HAND, December 13, 19__		$1,377.66

James Smith
Treasurer

Form for Detailed Report:

If a report should include a full account of details, the body of the report is best organized according to the following topics:

1. A description of the way in which the committee undertook its work.
2. The facts uncovered or information obtained.
3. The findings or conclusions derived from the facts or information.
4. Any resolutions or recommendations

A motion to adopt the report is usually unnecessary. If motions are to be made, they can best be made by the maker of the report, saying: "On behalf of the committee . . . I move that . . ." No second is required.

PRACTICE AGENDA FOR CLUB BUSINESS MEETING

1. Opening (determine quorum)

   A. Call to order
   B. Invocation
   C. Emblem ceremony
   D. Pledge to flag
   E. Roll call

2. Minutes

   A. Secretary reads minutes
   B. Treasurer's report

3. Correspondence

   A. Secretary reads

4. Reports

   A. Standing Committee Reports

      (a) Membership Committee

   B. Special Committee Reports

      (a) Report on membership dues for next year

5. Unfinished Business

   A. Take from table motion to buy a gift for the principal (lose)

6. New Business

   A. Motion to set membership fees for next year (special committee)

      (a) Amend (lose)
      (b) Motion to refer to committee (lose)
      (c) Vote
      (d) Call for division

   B. Motion on fund raising (carry)

   C. Motion to reconsider buying gift for principal (lose)

   D. Motion to adjourn

NOTE: As confidence is built through success in executing simple agendas, continue to gradually increase difficulty by requiring more complex procedural moves.

VIII. HOW GOOD IS YOUR CLUB?

Club Evaluation

Chapter Meeting Evaluation

Are You Meeting The Criterion For A Successful Club?

CLUB EVALUATION

Evaluation should start simultaneously with the establishment of the chapter and should continue as long as the chapter exists.

Who should evaluate the chapter? To answer this question, think in terms of who is responsible for the improvement and growth of your chapter. The logical members of such a committee would be the club officers, the advisor, and one or more members of the chapter advisory committee.

The purpose of the evaluation is not to prove how good your chapter is, but how to improve, regardless of your status. Thus, if evaluation takes place at each step along the way, the final evaluation should be a listing of your chapter's accomplishments.

An effective evaluation guide should assure that the basic purposes as given in the VICA Leadership Handbook and listed below, are achieved by your club.

PURPOSES

To unite in a common bond all students enrolled in trade, industrial, technical, and health education.

To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.

To foster a deep respect for the DIGNITY OF WORK.

To assist students in establishing realistic vocational goals.

To help students attain a purposeful life.

To create enthusiasm for learning.

To promote high standards in trade, ethics, workmanship, scholarship, and safety.

To develop the ability of students to plan together, organize, and carry out worthy activities and projects through use of the democratic process.

To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.

To create among students, faculty members, patrons of the school, and persons in business and labor, a sincere interest in and esteem for trade, industrial, technical, and health education.

To develop patriotism through a knowledge of our nation's heritage and the practice of DEMOCRACY.

CHAPTER MEETING EVALUATION

		YES	NO	NEEDS IMPROVEMENT
1.	Meeting was well planned in advance			
2.	Agenda was used			
3.	All members were included in meeting			
4.	Good balance between program, work, social, and business			
5.	Evidence of creative planning			
6.	Participants were well prepared			
7.	Members were challenged to participate to the best of their ability			
8.	Meeting was held on scheduled date			
9.	Meeting was held on scheduled time			
10.	Meeting was held at scheduled place			
11.	Members had provisions for their physical comfort			
12.	Atmosphere was open and stimulating			
13.	Parliamentary procedure was used			
14.	Time was used wisely			
15.	One person was in charge of the meeting			

16. What changes would you make in this meeting to cause it to meet your needs better?

17. What would you leave out?

18. What should have been added?

ARE YOU MEETING THESE CRITERIA OF A SUCCESSFUL CHAPTER

Evaluation of your success

Evaluation of your success in meeting the following criteria should represent the best judgment of the chapter advisor and a student evaluation committee. If others outside your club are very familiar with your program, it would be valuable to ask them to assist in evaluation.

Use of the rating scale is defined below:

5	EXCELLENT	The described situation or condition is extensive and functioning excellently
4	VERY GOOD	The described situation or condition is extensive and functioning well
3	GOOD	The described situation or condition is moderately extensive and functioning well
2	FAIR	The described situation or condition is moderately extensive and functioning fair
1	POOR	The described situation or condition is limited in extent and functioning poorly
M		The described situation or condition is missing but needed
N		Does not apply

Organization, Membership and Meetings

_____1. All students eligible for VICA membership are enrolled.

_____2. Chapter has necessary equipment (as described in the Leadership Handbook)

_____3. Chapter follows the recommended procedure for setting up the meeting room and organizing the meeting (as described on pages 90-94 of the Leadership Handbook)

_____4. Chapter has a planned budget

_____5. Accurate and complete records are kept by the secretary and treasurer

_____6. Designated class time is regularly used for VICA activity

_____7. Chapter holds at least nine formal meetings during the school year

_____8. Officers plan and discuss the agenda before each meeting

_____9. Chapter has an organizational chart and members are familiar with the national VICA organizational structure

_____SUBTOTAL

_____AVERAGE OF ABOVE SCORES

Relating VICA to the Instructional Curriculum

____10. VICA goals and purposes are regularly related to class instruction and on-the-job training. Some club activities are an outgrowth of instruction.

____11. Chapter has an Advisory Council of labor and management representatives

____12. Chapter has established new contacts with industry during the school year

____13. Members took part in skill and leadership development contests

____14. Members are participating in the skill development degree area of the Achievement Program

_____SUBTOTAL

_____AVERAGE OF ABOVE SCORES

Leadership Development

____15. Every member is involved in club activity and has at least one definite responsibility

____16. Every member is familiar with and thoroughly understands the purposes and goals of VICA

____17. Team spirit and general enthusiasm for VICA is prevalent

____18. Leadership training (i.e., public speaking, parliamentary procedure, job interview, effective social communications) has been a part of activities and has included every member

____19. Members have participated in district, regional, state, or national meetings

____20. Outstanding members have competed for district, regional, state, or national awards or office

____21. Members are participating in the club achievement (leadership) area of the Vocational Initiative and Club Achievement Program

_____SUBTOTAL

_____AVERAGE OF ABOVE SCORES

____22. Chapter has a Program of Work Committee which suggests planned activities based on the National Program and VICA's general goals and purposes

____23. Chapter has conducted at least one school service project

____24. Chapter has conducted at least one community service project

____25. Chapter has conducted at least one citizenship activity

____26. Chapter has conducted at least one social activity

____27. Chapter has held an Employer-Employee or Parents banquet (or a similar function)

____28. Chapter has an active alumni group

____29. Chapter held an installation and initiation ceremony

_____SUBTOTAL

_____AVERAGE OF ABOVE SCORES

Public Relations

____30. Chapter has a newsletter or, at least, a "communications center" or system such as a bulletin board

____31. Chapter has a public relations committee which works with the club reporter

____32. The chapter reporter has sent at least one report on activities to the National VICA magazine

____33. The chapter reporter has sent at least one report on activities to the state VICA publication

____34. Chapter has used the opportunity of National VICA Week and other occasions to increase knowledge of VICA and an awareness of VICA in the school and community

____35. Chapter sponsors goodwill visits by officers or others to promote VICA (to industries, civic groups, other classes, or schools)

____36. Chapter provides complimentary copies of VICA magazine or other VICA publications to non-VICA members

____37. Chapter has enrolled Associate Members in VICA

_____SUBTOTAL

_____AVERAGE OF THE ABOVE SCORES

_____TOTAL

There are various ways of evaluating the score which results when you total all points. Generally speaking, a total score below 90 would indicate that the club program needs strengthening. It may be, however, that your club has concentrated on some areas to the exclusion of others. You may have high (4 and 5) scores in one area and low scores or an M (missing but needed) in others. A better situation in terms of meeting overall goals of the VICA program is to develop all of the areas at least to a good (3) level. There should be few, if any, N (does not apply) ratings. They would be justified only when a club has an unusual organizational arrangement.

Rather than simply looking at a final total it would be better to look at and compare subtotals and to critically survey each score.

Club evaluation should provide you with the answers to these two important questions: What has been the most satisfactory aspect of your VICA Program? In what area is there greatest need for improvement?

Directions, Vocational Industrial Clubs of America, Leesburg, Virginia 1973.

IX. CONSTITUTION AND BY-LAWS

CONSTITUTION OF THE VIRGINIA ASSOCIATION OF THE
VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

ARTICLE I - NAME

The official name of this organization shall be the Virginia Association of the Vocational Industrial Clubs of America and may be referred to as the Virginia VICA.

ARTICLE II - PURPOSES

The purposes of this Association are:

To unite in a common bond without regard to race, creed, sex, or national origin full-time students enrolled in classes with vocational trade and industrial objectives.

To provide leadership for the local clubs.

To provide a clearinghouse for information and activities.

To provide recognition and prestige through an association of local clubs.

To develop leadership abilities through participation in education, vocational, civic, recreational, and social activities.

To foster a deep respect for the DIGNITY OF WORK.

To assist students in establishing realistic vocational goals.

To help students attain a purposeful life.

To create enthusiasm for learning.

To promote high standards in trade ethics, workmanship, scholarship, and safety.

To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.

To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.

To create among students, faculty members, patrons of the school and persons in industry a sincere interest in and esteem for trade and industrial education.

To develop patriotism through a knowledge of our nation's heritage and the practice of DEMOCRACY.

ARTICLE III - ORGANIZATION

Section 1. (a) The Virginia Association of the Vocational Industrial Clubs of America is an assocation of local clubs of the State of Virginia operating in accordance with a charter granted by the National Vocational Industrial Clubs of America.

(b) Active local clubs of the Virginia VICA shall be organized in area schools by this organization where Trade and Industrial Education classes are functioning under the State Plan for Vocational Education.

(c) The Virginia VICA shall operate according to the existing State Board of Education and local division regulations and policies.

(d) Local clubs of the Virginia VICA shall be named (_____) School Vocational Industrial Club and may be referred to as (_____) VICA.

Section 2. Upon the dissolution of the Virginia VICA organization, the assets shall be turned over to the Virginia State Board of Education to be used in connection with the promotion of co-curricular activities in Virginia.

Section 3. The Administration of Virginia VICA shall be vested in the State Executive Council comprised of State Association officers, the State Director, State Advisor and other members as designated in Article X, Section 1.

Section 4. Charters - Upon fulfillment of the herein stated requirements, charters shall be issued by the Executive Council of the Virginia Association of Vocational Industrial Clubs of America to the local clubs each year.

(a) Charters shall be issued in the name of the school and only one VICA Club may be organized in any school.

(b) The VICA Club in any school shall be organized into sections with separate officers and advisors for each section. Example: The ICT section or the Electronics section.

(c) One of the advisors at the local level shall be designated as the chapter advisor of the Club.

Section 5. A State Advisory Council comprised of leaders from Education, Business, and Labor Unions shall be appointed by the Head State Supervisor to provide counsel, advice, and assistance to the State Association in carrying out its functions. Equal representation shall be given Business and Labor.

ARTICLE IV - MEMBERSHIP

Section 1. Membership of the Virginia Association of the Vocational Industrial Clubs of America shall consist of the total eligible members of the chartered local club and members shall hold the same membership status as in their respective local club.

Section 2. In high schools where enrollment in a vocational industrial education program is small, the local club must have at least six members and all must be members of the State Association and the National Organization of VICA to qualify for a charter.

Section 3. Each local club and State Association will be open for membership to all students regardless of race, color, sex or national origin.

Section 4. Classes of membership which will be recognized by the Virginia Association of VICA are:

Active Membership: Full-time students enrolled in secondary or post-secondary vocational courses offered in Trade and Industrial education meeting the requirements of the State Plan for Vocational Education.

Professional Membership: Persons associated with or participating in the professional development of VICA as approved by a State Association. Such members include Club Advisors, Teacher Educators and Supervisors. Professional members will pay dues as established by VICA, but members will be ineligible to serve as a national Voting Delegate, hold national office or otherwise represent his/her State Association in National VICA.

Associate Membership: Cooperative employers, and/or training station sponsors, advisory council members and lay persons associated with and contributing to the improvement and development of the organization and vocational trade and industrial education. They are not eligible to vote or hold office.

Honorary Life Membership: Individuals who made significant contributions to the development of VICA and vocational trade and industrial education whose membership has been approved by the National Executive Council upon the recommendation of the State Association. Such membership shall not require payment of either State or National dues. Honorary members shall not vote, hold office or serve on committees but shall be eligible to attend all meetings and wear official emblems of VICA.

Section 5 A MEMBERSHIP YEAR shall be from September 1 through August 31, inclusive.

ARTICLE V - VOTING DELEGATES

Section 1. The VICA member shall exercise his/her franchise through Voting Delegates at State and National meetings.

Section 2. Each club shall elect delegates who shall be considered Voting Delegates at the State Leadership Conference. The number of delegates shall be determined in accordance with the following apportionment.

6--12	active members ---	1 delegate
13--24	active members ---	2 delegates
25--49	active members ---	3 delegates
50--79	active members ---	4 delegates
80--199	active members ---	5 delegates
200--299	active members ---	6 delegates
300--399	active members ---	7 delegates
over 400	active members ---	8 delegates

Section 3. District presidents shall be considered Voting Delegates at large. Clubs from which District presidents are elected will be entitled to their regular delegation as indicated in Article V., Section 2 of the State VICA Constitution. The District presidents will not be counted as his/her club's delegates.

Section 4. The number of Voting Delegates to the National Conference shall be variable with the directives of the National Constitution. The number of alternates shall be the same as the number of delegates. The six State officers are automatically Voting Delegates. The Executive Council shall select the Voting Delegates to the National Conference from the District presidents of the State Association who are in office at the time of the National Conference. The Executive Council will prescribe the conditions under which remaining National Delegation posts are filled.

ARTICLE VI - MEETINGS

Section 1. A State Leadership Conference shall be held each year and this shall serve as the official annual meeting of the Virginia Association of VICA, the time and place to be determined by the State Executive Council.

Section 2. A quorum at the State Leadership Conference shall constitute two-thirds of the duly elected voting delegates present.

Section 3. The State Executive Council shall be empowered to call special meetings.

ARTICLE VII - OFFICERS

Section 1. Definitions of officers

(a) The officers of the Virginia Association of VICA shall be the President, Vice-President, Secretary, Treasurer, Parliamentarian, and Reporter.

(b) Officers shall serve for a term of one year.

(c) All officers must be in their sophomore or junior year at the time of the election and have one remaining year in their Trade and Industrial program.

(d) There shall be only one State officer from any local chapter

(e) The administrative officer of the Virginia VICA shall be the State Director.

Section 2. Election

(a) All District and State officers shall be elected annually, and unless otherwise designated by the Executive Committee, the election shall take place at the District and State Leadership Conferences, respectively.

(b) The nominating committee shall be composed of one District officer from each district and shall be appointed by the State president. At the last regular scheduled meeting before the annual State convention, it shall draw up a slate of officers to be presented to the delegate body.

(c) Each local club shall be informed of the date of these meetings of the Nominating Committee and shall submit the Official Candidate Form for Officers for each candidate directly to the State Director by the designated date.

(d) The slate of officers shall be presented at a designated time during the State Leadership Conference. Nominations may be made from the floor provided an Official Candidate Form for Officers has been submitted to the State Director prior to the last regular scheduled meeting of the Nominating Committee.

(e) The voting shall be done by ballot and officers shall be elected by majority vote of the delegates, a quorum being present.

(f) All officers shall serve for one year in the same office. No local club shall have a student serving as State president more than one year in succession. The newly elected officers of the Virginia VICA shall assume office and be installed at the time of the Annual State Leadership Conference.

(g) In the event the presidency is vacated, the vice-president shall assume the presidency.

(h) In the event that other offices are vacated, or an officer is not active, the Executive Committee shall fill these vacancies by appointment.

Section 3. Duties of Officers

(1) The President:

(a) shall preside at all meetings of the Virginia VICA in accordance with accepted parliamentary procedure.

(b) shall be chairperson of the Executive Council.

(c) shall carry out such other duties vested in the presidency by the organization.

(d) shall appoint committees and serve as ex-officio member of them.

(e) shall coordinate club activities and maintain contact with local officers and members.

(f) shall represent the Virginia VICA officially in school-community relations.

(2) The vice-president:

(a) shall preside at all meetings in the absence of the president.

(b) shall be chairperson of the program committee.

(c) shall assist the president.

(3) The secretary:

(a) shall keep records of all regular meetings and Executive Council meetings of the Virginia VICA

(b) shall have available for the president the agenda for all meetings.

(c) shall write the communications authorized by the president.

(d) shall count and record the rising votes of the delegates or committee members.

(e) shall cooperate with the treasurer by keeping an accurate membership roll.

(f) shall read communications at meetings.

(g) shall have available for each meeting the following:

(1) Record and minutes of previous meetings.

(2) List of all committees.

(3) A copy of the Virginia VICA Constitution and By-Laws

(4) A copy of the Official Guide for VICA

(4) The Treasurer:

(a) shall cooperate with the State VICA Director in the collection of all State dues and assessment and will keep accurate records thereof.

(b) shall be a member of the budget committee.

(c) shall counter-sign with the State VICA Director all checks disbursed in the name of the Virginia VICA Association.

(d) shall cooperate with the secretary by keeping an accurate membership roll.

(e) shall prepare adequate financial statements and reports.

(5) The reporter:

(a) shall keep the activities of the Virginia VICA before the public.

(b) shall prepare news articles for newspapers, state bulletins, etc.

(c) shall file pictures, programs, clippings, and Virginia VICA activities, and maintain a scrapbook.

(6) The parliamentarian:

(a) shall assist in conducting state meetings, according to parliamentary law and procedures.

(b) shall be a member of the constitution committee.

ARTICLE VIII - DUES

Section 1. Dues to be paid by members of Virginia VICA shall be determined at the State Leadership Conference for the school year which follows and shall be payable before February 14. The amount which has been set by the National VICA as National dues shall be set aside from this amount, to be forwarded by the State Director, to the National Treasurer. In the event that the National Conference increases the National dues beyond that expected at the time of the State Leadership Conference, the Executive Council shall be empowered to increase the dues to be paid by members of Virginia VICA for the year involved by a like amount.

Section 2. The State Treasurer shall report to the State Director and the Executive Council on or before February 14 of each school year as to which clubs have paid their membership dues in full. These Clubs shall be designated as Clubs in Good Standing.

ARTICLE X - COMMITTEES

Section 1. The Executive Council

(a) The State officers of the Virginia Association of VICA, certain District presidents, the State Director, (and/or the State Supervisor of Trade and Industrial Education), one ICT Coordinator and the trade or technical education instructor shall consititute the Executive Council. The ICT Coordinator and the trade or technical education instructor shall be appointed by the State Director or selected in some manner at the Director's discretion.

(b) Ex-officio members of the Executive Council shall include the advisors of the Executive Council members. They shall serve in an advisory capacity without voting privileges.

(c) The Executive Council shall hold its first meeting at least one month prior to the National VICA Conference. It shall also hold other meetings as needed.

(d) The Executive Council shall be empowered to do the following:

(1) Call special meetings.

(2) Appoint Standing Committees:

(a) Resolutions
(b) Constitution
(c) Budget Committee
(d) Special Committees

(3) Make decisions regarding the expenditures of funds.

Section 2. The State Director shall be one of the members of the staff of the Trade and Industrial Education Service as designated by the State Supervisor for this responsibility.

ARTICLE XI - DISTRICT ORGANIZATION

Section 1. Structure

(a) The Virginia VICA shall be organized into districts according to the recommendations of the Executive Council.

(b) These districts may be adjusted from year to year to meet changing conditions as they may occur.

Section 2. District officers

(a) The district officers, or representatives, shall be elected in whatever manner the VICA Club members of the district choose.

(b) The names of the district officers shall be presented to the State President and the State Director on or before December 1.

ARTICLE XII - AUDIT

The Accounts of the State Treasurer shall be audited each year by an Auditing Committee appointed by the Director.

ARTICLE XIII - AMENDMENTS

Section 1. The Constitution may be amended by a two-thirds vote of the authorized delegates to any annual State Conference.

Section 2. Only such amendments shall be made as are in keeping with the purposes stated in Article II of this Constitution.

Section 3. All proposed amendments shall be submitted for approval and recommendation to the Constitution Committee.

ARTICLE XIV - RULES, REGULATIONS AND BYLAWS

Section 1. Such rules, regulations and bylaws as are deemed necessary

for the proper conduct of this organization shall be adopted.

Section 2. No rules, regulation or bylaw shall be adopted which are contrary to this Constitution.

Section 3. In all meetings, Robert's Rules of Order, Revised shall serve as standard procedures.

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